

Brightstart Montessori Nursery Privacy Notice

At Brightstart Montessori Nursery, we promise to keep your data safe and private and only use your personal information to provide tailored care to your child.

Your privacy is protected by law and the General Data Protection Regulation (GDPR) which says that we are allowed to use personal information only if we have a proper reason to do so. This includes sharing information outside of Brightstart Montessori Nursery. The law says we must have one of more of these reasons:

- To fulfil a contract we have with you
- When it is our legal duty
- When it is in our legitimate interest
- When you consent to it.

A legitimate interest is when we have a business or commercial reason to use your information. But even then, it must not unfairly go against what is right and best for you. If we rely on our legitimate interest, we will tell you what that is.

From time to time, we will need to contact you via phone or email to provide you with Nursery updates, share important information or send invoices.

The categories of child information that we collect, hold and share include:

- Personal information and contacts (such as name, date of birth and address)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information (such as sessions attended, absences and absence reasons)
- Assessment information (such as development records, progress reports and observations)
- Medical information (such as immunisation records, allergy information or dietaries)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)

The categories of parent or carer information we collect and hold include:

- Personal information (such as name, address and contact details)
- Characteristics (such as appearance)
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Why we collect and use this information

We use child data:

- to support child learning
- to monitor and report on child progress
- to provide appropriate care
- to assess the quality of our services
- to comply with the law regarding data sharing

We use parent or carer data:

- to support a child's care
- to help identify parents when collecting children
- for the purposes of maintaining open communication
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use child information under GDPR Article 6, 1b, 1c and 1f, as well as Article 9, 2a and 2c.

Collecting child and parent/carers information

Data will be collected via your registration form and parent contract, as well as through a selection of introduction forms when your child begins the Nursery. You may also be asked to sign local authority forms, such as Early Education Funding forms.

Storing child data:

We hold child data for up to seven years from their start date with Brightstart.

Who we share child information with:

We routinely share child information with:

- schools or settings that the child attends after leaving us
- Norfolk Local Authority

- Ofsted
- Sharing of child information

We do not share information about our children with anyone without consent unless the law and our policies allow us to do so.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Requesting access to your personal data:

Under data protection legislation, parents have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational records, please contact the Nursery Manager.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Right to be forgotten

Under Article 17 of the GDPR individuals have the right to have personal data erased. This is also known as the 'right to be forgotten'. The right is not absolute and only applies in certain circumstances. Whilst a child or employee still attends Brightstart, the right may not be exercised, as the personal data is still necessary for the purpose for which we originally collected it for.

Authorised third parties

We use a number of authorised third-parties to provide our services. They are not permitted to use information we share with them for any other purpose.

We use third parties to assist us in processing your personal information, and we require these third parties to comply with our Privacy Policy and any other appropriate confidentiality and security measures.

Notice of Breach of Security

We will notify you if there was a breach of your personal information. If a security breach causes an unauthorised intrusion into our system that materially affects you or your information, then we will notify you as soon as possible and later report the action we took in response.

Safeguarding Your Information

We work hard to keep your information safe and secure. We take reasonable and appropriate measures to protect personal information from loss, misuse, and unauthorised access, disclosure, alteration, and destruction, taking into account the risks involved in the processing and the nature of the personal information.

Scope

This Privacy Policy applies to services provided by Brightstart Montessori Nursery, (“us” “we” or “our”). This Privacy Policy addresses information we have collected, or will collect, about or from you.

Changes We may change this Privacy Policy at any time and from time to time. The most recent version of the Privacy Policy is reflected by the modification date located at the bottom. All updates and amendments are effective immediately upon notice, which we may give by any means, including, but not limited to, by posting a revised version of this Privacy Policy or other notice on the nursery website.

Questions & Concerns Please email us if you have any questions about the privacy or accuracy of your information.

If you have a question or complaint about this Privacy Policy or our information collection practices, please speak with the Nursery Manager or write to us at the address listed below. We will investigate the matter and are committed to resolving any privacy concerns that you may have.

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