

Privacy Notice

How we use your information

This privacy policy explains how Bright Star Day Nursery use any personal information we collect about you when you complete our application form, Child Information Form, Change of Hours Form and Holiday Form. For more information on Privacy and your rights please see our General Data Protection Regulation Policy (GDPR) which can be viewed in our Policies file on our website www.brightstardaynursery.co.uk or in our nursery office.

Questions

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What information do we collect about you?

We collect information about your child, including your name, date of birth, address, emergency contacts including parents/carers details, sessions of attendance, allergies, likes and dislikes, characteristics such as ethnic groups, special education needs and any relevant medical information. Allergies, special diet, details of doctor, health visitor, immunizations, permissions, verification of child's identity and preferred payment method of (fees Lunches and uniform), request for changes to hours and dates your child will be absent from the nursery due to holiday or sickness.

How will we use the information about you?

We collect this information to support your child's development, to monitor their progress, to provide appropriate pastoral care, ensure that the nursery receives the statutory funding which it is eligible for, to meet the requirements of the Early Years Foundation Stage. To alter your child's sessions (where possible) change room registers, invoicing of fees, record holidays and absences on registers to allow for staff and child ratios.

Where your information is kept and for how long

A copy of this information will be kept in your child's file in the main Office both on paper in a lockable cabinet and electronically. This information is kept for a reasonable period of time after your child has left the nursery or until the child reaches the age of 21 or until the child reaches the age of 24 for child protection records as per guidance under the limitation Act 1980- The statute of Limitations (Amendment) Act 1991.

Who we share your data with

The information you provide in relation to your child, you as a parent/carer and others detailed is confidential and only relevant information will be shared with relevant organisational bodies or persons.

For example, Management will have access to this information, your child's key person and staff based in your child's room will have access to certain information to keep your child safe, be aware of medical, allergies and diet, be able to contact you and your emergency contacts, to prepare for activities on your listed likes and dislikes and knowledge of your permissions. We may also share your data with debt collection agencies in order to retrieve any outstanding balances on your nursery fee account owe to us. It may also be necessary to share certain information with our Special Education Need Coordinator and our Nursery Cook. We are required by law to pass some information to Brent Council as the local Authority (LA) and the Department for Education (DfE) through the Funded Early Years Education Entitlement (FEEE) headcount, Annual Early Years Census and the Local Authority Designated Officer (LADO). This information includes your child's name, date of birth, home address, the number of Funded Entitlement hours you are accessing for your child, extended hours code from the government along with parent's National Insurance Number and personal characteristics such as ethnic group and whether your child has special educational needs. From time to time Bright Star Day Nursery are required to pass on some of this data to the Department for Children, Schools and Families

DCSF - (The department which deal with education and children's services)

QCA – (The Qualification and Curriculum Authority)

OFSTED – (Her Majesty's Chief Inspector of Education, Children's Services and Skills)

NAA – (The National Assessment Agency)

LADO – (Local Authority Designated Officer)

These organizations also have a duty to comply with GDPR.

Access to your Information and Amendments

You may at any time ask to see this information and make any changes if it is incorrect. You can do this by making the request to the Nursery Manager or Data Protection Officer: Shirley-Ann Coppin on 020 7998 6042 or at Bright Star Day Nursery, 1 Stafford Road, Kilburn, NW6 5RS.

How we keep your data secure.

Information will be held at our office. We have appropriate security measures to prevent personal data from being accidentally lost or used or accessed unlawfully. We limit access to your personal data to those who have a genuine business need to access it. Those processing your information will do so only in an authorised manner and are subject to duty of confidentiality.

How to complain

We hope that we can solve any query or concern you may raise about our use of your information.

The General Data Protection Regulation also gives you the right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone: 0303 123 1113.

Changes to this Privacy Policy

This privacy policy was published on 20th May 2018 and last updated on 23rd May 2018.

If we make any material changes in the way we collect, use and/or share the personal information that you have provided, we will notify you by posting notice of the changes in a clear and conspicuous manner on our website.