

PRIVACY NOTICE

INFORMATION FOR APPLICANTS TO and USERS OF CHS SUNFLOWER NURSERIES

CHS is committed to protecting your personal data. This privacy notice sets out how your and your child's personal data will be collected and processed during the application process for a place at our nurseries, and during the time that your child attends a nursery. Please note that this privacy notice will be regularly reviewed and may be updated from time to time.

What information do we collect?

We collect a range of information about you and your child throughout the application process where applicable, during the time your child attends the nursery. This includes:

- your name, address and contact details, including email address and telephone numbers;
- details about your children including name and date of birth
- basic details of your family, including funding arrangements, NI Number and bank account details;
- copies of relevant birth certificates and passports
- details of your child's health history and whether he or she has any health needs or disabilities, their GP's contact details;
- details of any dietary requirements;
- details of your child's routines, likes and dislikes;
- details of any other child carers;
- details of your child's development and nursery activities that involve your children, including photographs, subject to your consent;
- details of nominated persons, including ID;
- equal opportunities monitoring information about your ethnic origin;

We collect this information in a variety of ways. Personal data may be contained in application forms. We ask you for information when you visit the nursery. In some circumstances we may collect information from third parties e.g. if your child has or is attending another child care setting. We will only seek information from third parties after we have sought your agreement to this.

Data will be stored in a range of different places, including on your application record, in the nursery recording system and on other IT systems (including email).

Why do we process personal data?

We need to process data to assess your application to the nursery, and to ensure that we can meet your needs. Processing your data in this way is necessary for us to potentially enter into a formal agreement or contract with you to provide you with a service, and if you

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do take up a place at the nursery we need to continue to process your data in order to care for your child when he or she is at the nursery.

We also have a legal obligation to process personal data to ensure that we comply with OFSTED and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (**RIDDOR**) requirements. This includes demonstrating that our staff have the skills and competency to comply with legal and industry services.

In the event of a medical emergency, personal data may be processed to ensure that the child/children receive the care they require.

Other special categories of data, such as information about ethnic origin, religion or belief may also be requested as recommended by the Equality and Human Rights Commission and your explicit consent to the processing of such information may be sought. This information may be needed to enable us to provide you and your child with the best possible service and ensure from an early stage whether or not there appear to be any areas from which certain disadvantaged groups are excluded. The provision of this information is optional.

Parents are asked to sign permission forms for their child in respect of accessing emergency medical treatment, admission of fever-reducing medicine, use of adhesive plasters, use of sun cream, going on supervised walks and local visits and having photographs or video recordings taken. Parents can withdraw their consent at any time by notifying the Nursery Manager.

Parents may choose to join the closed Nursery Facebook group, and choose what information they wish to share with the other parents and nursery staff who are fellow members of this group.

Who has access to the data?

Your information will be shared with those members of the nursery team looking after your child. It will also be shared with Nursery Administrative staff.

Managers in Community Support services, finance, health and safety and IT staff have access to the data as necessary for the performance of their roles. Ofsted Inspectors may view data on their inspections.

We share data with the Connect company as they host the Nurseries' Connect software package.

In the event of a Safeguarding concern we may share information with County Council Safeguarding officers, GP or Nurse, Social Care, Police.

In the event of a serious Health and Safety 'RIDDOR' incident we may share your information with the Health and Safety Executive.

We will not share your data with third parties without your consent, unless we need to do so to safeguard you or your child or other people.

We will not transfer your data outside the European Economic Area.

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How do we protect your data?

We take data security very seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Your data may be held securely in electronic and/or manual records. All of our staff receive data protection training and are made aware of how data should be handled and stored in accordance with data protection legislation. Where appropriate, IT systems have restricted access arrangements in place to ensure that only authorised staff have access to your data.

For how long do we keep your data?

If your application is unsuccessful, the organisation will hold your data on file for up to twelve months. At the end of that period your data is deleted or destroyed.

If your application is successful, personal data gathered during the application process will be transferred to your child's personal file (either manual or electronic or both) and retained during his or her time at the nursery.

After your child leaves the nursery your personal data will be retained until after the next Ofsted inspection and then deleted or destroyed. In the case of Looked After Children, their personal data will be retained for 75 years before deletion/destruction.

Your rights

Even if we already hold your personal data, you still have various rights under data protection legislation. We will seek to deal with your request without undue delay and in accordance with any legislative requirements. We may keep a record of your communication to help us resolve any issues or requests that you raise.

- Right to object – if we are using data because we deem it necessary for our legitimate reasons to do so and you do not agree, you have the right to object. You also have the right to object to being subject to automated decision making, including profiling and direct marketing.
- Right to withdraw consent – where we have obtained your consent to process personal data for certain activities (including marketing), you may withdraw your consent and request that your personal data be deleted at any time.
- Right to access (subject access request) – you have the right to ask us to confirm what information we hold about you at any time and may ask us to modify or update such information. We may ask you to verify your identity, provide more information and/or where legally permitted decline your request and explain why.
- Right to erasure – in the following circumstances, you have the right to request that your personal data be erased: if the data is no longer necessary for the original purposes it was collected or processed, it has been processed unlawfully, it should be deleted due to a legal obligation or you object to processing and there is no overriding legitimate interest for us to continue processing. We may only decline your request if certain limited conditions apply.
- Right to portability – you have the right to ask us to transfer your data to another data controller.

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- Right to block or restrict processing whilst the organisation considers your requests exercised under data protection legislation.

If you would like to exercise any of these rights in relation to the application for or provision of a support service, please e-mail communitysupportservices@chsgroup.org.uk or data.protection@chsgroup.org.uk or write to Community Support Services , Endurance House, Vision Park, Chivers Way, Histon, Cambridge, CB24 9ZR.

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact our Data Protection Officer using the above e-mail address.

If you remain dissatisfied then you have the right to complain directly to the Information Commissioner (www.ico.org.uk/concerns)

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the application process or whilst your child attends a nursery. However, if you do not provide the information, the organisation may not be able to process your application properly or at all and it may not be possible to continue to provide a nursery place.

Automated decision-making

Application processes and the provision of nursery places are not based on automated decision-making.

CCTV/Surveillance

We have installed CCTV systems in some of our premises, for the purposes of resident, visitors and staff safety and crime prevention and detection. CCTV is also installed on the outside of some of our buildings for the purposes of monitoring building security and crime prevention and detection.

In all locations, signs are displayed notifying you that CCTV is in operation.

Images captured by CCTV will not be kept for longer than necessary. However, on occasions there may be a need to keep images for longer, for example where a crime is being investigated.

You have the right to see CCTV images of yourself and be provided with a copy of the images.

You have the right to see images/audio recording of yourself in accordance with the Data Protection Act and be provided with a copy of the images.

We will only disclose images and audio to other authorised bodies who intend to use it for the purposes stated above. Images and audio will not be released to the media for entertainment purposes or placed on the internet for public viewing.

We operate CCTV and disclose in accordance with the codes of practice issued by the Information Commissioner and the Home Office.

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Contact details of the Data Controller(s) – Sunflower Nurseries

The Head of Community Support and Community Support Managers are the relevant Data Controllers on behalf of the CHS Group.

Contact details of the Data Protection Officer

CHS Group has a Data Protection Officer who can be contacted by e-mailing data.protection@chsgroup.org.uk or writing to our offices at Endurance House (at the address given above).

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