

PRIVACY NOTICE

At Sapphires Nursery School we promise to keep your data safe and private and only use your personal information to manage your account and provide tailored care for 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 outside of Sapphires Nursery School. The law says we must have one or more of these reasons:

1. To fulfil a contract we have with you, or
2. When it is our legal duty, or
3. When it is in our legitimate interest, or
4. 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, email or via the Family app to provide you with Nursery updates, share relevant news or send your monthly invoices.

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

1. Personal information and contacts (such as name, date of birth and address)
2. Characteristics (such as ethnicity, language, nationality, country of birth)
3. Attendance information (such as sessions attended, absences and absence reasons)
4. Assessment information (such as development records, progress reports and observations)
5. Medical information (such as immunisation records, allergy information or dietaries)
6. Safeguarding information (such as court orders and professional involvement)
7. Special educational needs (including the needs and ranking)
8. Why we collect and use this information

We use child data

1. To support child learning
2. To monitor and report on child progress
3. To provide appropriate care
4. To assess the quality of our services
5. 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 information

Whilst the majority of child information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain child information to us or if you have a choice in this. Data will be collected via your registration form and parent contract, as well as through a selection of introduction forms when your child begins at the Nursery. You may also be **asked to sign local authority forms, such as funding consent.**

Storing children's data

We hold child data for up to seven years from their start date with Sapphires Nursery School, or two years from their last day. Please see our retention policy for further details regarding safeguarding documents.

Who we share child information with

From time to time we need to share child information with:

1. Schools or settings that the child attends after leaving us
2. Our local authority
3. Ofsted

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, contact Head of Operations on operations@sapphiresnursery.com

You also have the right to:

1. Object to processing of personal data that is likely to cause, or is causing, damage or distress
2. Prevent processing for the purpose of direct marketing
3. Object to decisions being taken by automated means
4. 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 parent/guardian) still attends Sapphires Nursery School, 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.

FAMILY

Your personal data will be inputted into FAMILY, which helps us manage our Nursery school. Your data is held in secure data centres hosted by Microsoft Azure in Ireland, Germany and the UK and can only be accessed by authorised personnel.

Google Drive

This is a secure system where passwords are used and not shared with anyone outside of the company. Google complies not only with the regulations imposed by the GDPR, but also with the Privacy Shield, an agreement signed between EU member states and the United States.

Mailchimp

Mailchimp is used for newsletters and retains your names and email addresses. Mailchimp is an online marketing platform operated by The Rocket Science Group LLC, a company headquartered in the State of Georgia in the United States. Mailchimp has annually certified its agreement to EU/US and Swiss Safe Harbor Frameworks since 2007. Since the Swiss Safe Harbor Frameworks have been replaced by the EU-U.S. Privacy Shield Framework and the Swiss-U.S. Privacy Shield Framework, Mailchimp has certified their agreement with these Privacy Shield Frameworks.

Parent email

Individual pupil/parent and contact information is strictly private and can only be seen by the Nursery or the individual parent concerned. No parent can view contact data belonging to any other parent.

Local Authority Funding Portal Surrey

This policy is a joint partnership policy on information sharing, between Surrey County Council and provider staff. The aim is to improve the delivery of care given to service users by appropriately sharing their personal information in a way that meets confidentiality requirements. The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections.

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. We rely on Microsoft, First Steps and EyLog to safeguard the physical and technical security of your information, and we have documented and enforced controls to limit access to, and to protect your information.

Changes

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 school website.

Questions & concerns

If you have a question or complaint about this Privacy Policy, our information collection practices or the accuracy of your information please contact us at operations@sapphiresnursery.com or write to us at the address in the footer below. We will investigate the matter and are committed to resolving any privacy concerns that you may have.

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