



Kids Corner Nursery - Privacy Notice

Kids Corner Nursery Ltd
12 Upperton road
Leicester
LE3 0BG

Introduction

Your privacy is important to us. We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we have collect, why we collect it, how we use it and how we protect it.

Information we DO collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

- Your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs.
- Where applicable we will obtain child protection plans from social care and health care plans from health professionals.
- We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Information we DO NOT collect?

- We DO NOT collect any kind of payment information such as credit, debit card details.

Personal details that we collect about you include:

- Your name, home and work address, phone numbers, emergency contact details, email address, and family details.

We keep your e-mail address on record so that we can contact you regarding operational notices relating to the running of the nursery, news, important announcements or any issues relating specifically to your child. We also use your email address to sign you up to access your child's learning journey Via Tapestry (Consent for this is given at the time of registration)

This information will be collected from you directly in the registration form

If you apply for up to 30 hours free childcare, you will fill out a FEEE funded form where you will have to add additional personal details such as you D.O.B and you National Insurance Number. We will also collect: proof of your child's D.O.B (passport or birth certificate), proof of your current address.

Our commitment to Data Security?

To prevent unauthorised access to all our data and information collected. If any data or information was carried out online e.g. online application form, this would be stored offline. This means that even if the website was compromised no personal information would be at risk.

Policy statement

We recognise that parents have a right to know that the information they share with us will be regarded as confidential, as well as to be informed about the circumstances when, and the reasons why, we are obliged to share information.

We record and share information about children and their families (data subjects) in line with the six principles of the General Data Protection Regulations (GDPR) (2018) which are further explained in our Privacy Notice that is given to parents at the point of registration. The six principles state that personal data must be:

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject.
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.

4. Accurate and where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against accidental loss, destruction or damage, using appropriate technical or organisational measures

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, if it is in the public interest. That is when:

- it is to prevent a crime from being committed or to intervene where one may have been, or to prevent harm to a child or adult; or
- not sharing it could be worse than the outcome of having shared it.

Contact us

If you have any other questions or concerns regarding this privacy notice or any policies please contact us: info@kidscornernursery.net 0116 3193032