



ACORNS NORTH LIMITED
Private Daycare Nursery & Afterschool Club
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Acorns Privacy Notice for parents and their children

New General Data Protection Regulations (GDPR) which came into effect from 25th May 2018, gives you greater protection and keeps you more informed about the data we hold on you and your child/children. It is compulsory to collect and process data for several purposes concerning our parents, children and any other individual who meets the nursery. In gathering and using this data Acorns Day Nursery is committed to protecting all individual's rights of freedom and privacy through meeting the requirements of the GDPR.

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 collect, why we collect it, how we use it and how we protect it.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about children and their families include the following:

- Personal information (such as name, date of birth, gender, family details).
- Contact details (home address, email address and telephone numbers).
- Characteristics (such as ethnicity, language, nationality, country of birth and special educational needs).
- Details of any medical conditions, including physical and mental health.
- Details of any support received, including care packages, plans and support providers.
- Medical, accident logs, home address and next of kin information for use with emergency services and social services.
- Emergency contact names and telephone numbers.

- Attendance information (such as start date, sessions attended, number of absences and absence reasons).
- Photographs for the use on wall displays, scrapbooks and to update you on your child's progress.
- Information about who has parental responsibility.
- Safeguarding information (details of disclosures, outcomes of meetings, various plans and sensitive information regarding court proceedings, child protection plans and correspondence with outside agencies).
- Observations, development records.
- Immunisations.
- We may also hold data about you that we have received from other organisations, including external agencies such as speech and language or other professional, local authorities and the Department of Education.

Why we collect and use this data

We use this data:

- To get in touch with you and your parents/family when we need to.
- Contact you in case of emergency.
- To support your child's learning, wellbeing and development.
- To monitor and report on your child's progress and identify any areas of concern.
- To assess the quality of our services.
- To comply with the law regarding data sharing, safeguarding, the Children's Act, crime prevention, health, safety and welfare of others.
- To comply with statutory requests for data from relevant authorities.

Where we have your consent to use yours or your child's personal data, this consent can be withdrawn at any time by getting in touch with us by email, phone or post as detailed above.

How we store and protect your data

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed. All data stored in paper format will be kept in a safe location where only those who are authorised to access it, can. This may include being locked away in a filing cabinet. Personal data held within software systems will be securely protected. We keep personal information about families while they are attending our setting. We may also keep it beyond their attendance at our nursery if this is necessary in order to comply with our legal obligations. We hold

data for the length of time in accordance with our legal obligations. (Childcare Act 2006, Equality Act 2010)

Who we share information with?

We do not share personal information about you with anyone outside the Nursery without permission unless the law allows us to do so. In those instances, we may share personal information about you with:

- Your local authority
- Our Insurance company
- Health and social welfare organisations, social services.
- Local Safeguarding Children's Board
- Police forces, courts, tribunals
- HM Revenue and Customs (Tax Credits)
- Student finance

How long do we retain your data?

We retain your child's personal registration form for 21 years 3 months. We also keep the following details:

- Child protection records - 24 years after your child no longer uses our setting.
- Medication records – 21 years 3 months.
- Accident Reports – 21 years 3 months.
- RIDDOR records – 3 years.
- Incident reports – 21 years.
- Emergency treatment permission – 21 years 3 months.
- Children's registers – 21 years.
- Outing permission slips – 2 years.
- Observation, planning and assessment records of children – 3 years after your child no longer uses our setting.
- Complaints Record – 3 years from date of complaint.
- In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements.

Your Data Protection Rights

You have the right to:

- Request access, amend or correct your/your child's personal data.

- Request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing.
- Request that we transfer your, and your child's personal data to another person.

Your Other Rights

Right to rectification: You have the right to have inaccurate or incomplete personal data about you rectified or amended.

Right to erasure (right to be forgotten): you have the right to request that we erase your personal data without undue delay in the following instances:

- We don't need to process it any longer.
- You withdraw your consent and there is no other legal ground for us to process it.
- You object to the processing and there are no other business reasons for us to process it.
- We have processed the data unlawfully.
- There is a legal obligation for it to be erased.

Where you've invoked this right, we'll take reasonable steps to tell other processors of the data that you have requested. The above rights do not apply if there is an overriding legal, freedom of information, public health, archiving, scientific, historical or public interest purpose for the processing.

Right to restriction of processing: you have the right to restrict the processing of your data where:

- You think the data is inaccurate.
- You think we processed it unlawfully, but you don't want us to erase it.
- Where we don't need it, but we must keep it for legal reasons.
- Where you think we've put the needs of our business before your own rights.

Right to portability: you have the right to receive your personal data in a commonly used and open format, and the right to transmit the data to another organisation without hindrance from us.

Right to complain: You can register a complaint about our handling of your personal data with the I.C.O who are the U.K's supervisory authority for GDPR (www.ico.org.uk/concerns).

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.

