



## **Privacy Statement (Parents)**

We are committed to protecting and respecting your privacy. This privacy policy explains what personal information we collect and how we will use it.

### **When do we collect personal information and what personal information do we collect?**

We may collect personal information about you as follows:

- If you fill in forms on our website, we will collect your contact details and the other information you provide in the form.
- If you contact us by any other means (e.g. email or telephone), we may keep a record of that contact and the information you provide us at that time.
- If your child is registered with us, then we will require you to provide personal information relating to you and your children. This will be retained by us for legitimate purposes in connection to providing child care services for you. We will collect your name, email address and your preferences in connection with our services.

### **How do we use your personal information?**

- If you fill in forms on our website, or contact us by any other means, we use the information you provide to respond to your enquiry or contact on the basis that we have a legitimate interest to do so.
- We may contact you on the basis that you have consented to us processing your personal information in this way. You can stop receiving information from us at any time.

We will not use your personal information for any purpose not explained in this privacy policy, our terms of business and/or the privacy notices that apply to candidates, work experience placements and our staff members.

### **Where do we store your personal information and how it is kept secure?**

Much of the information you provide is held securely in hard copy form. In addition, we limit access to your personal data to those members of staff who have a need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

Some of the information you provide to us will be transmitted electronically, e.g. information provided via our website or by email. We would remind you that information transmitted via the internet is not completely secure and although we will do our best to protect any information transmitted in this way, we cannot guarantee its complete security.

No information you provide to us is transferred to, or stored at, a destination outside the European Economic Area.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

### **Who do we share your personal information with?**

We may disclose your personal information to third parties if we are under a duty to disclose or share it in order to comply with any legal obligation (for example our auditors, our insurers, and HMRC or with your consent).

### **How long do we keep your personal information?**

We will keep your personal information supplied to us in connection with our supplying Child Care services for the duration of your child's attendance at the nursery and 12 months thereafter.

### **Your rights in relation to the personal information we hold**

You have the right to:

**Request access** to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

**Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

**Request erasure** of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

**Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your

personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

**Request restriction of processing** of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

**Request the transfer** of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

**Withdraw consent at any time** where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

## Contacting us

If you would like to communicate with us about any of the rights mentioned above, or if you have any other queries about the matters mentioned in this privacy policy, please contact us using one of the following options:

- Website: [www.littlesmartiesnursery.co.uk](http://www.littlesmartiesnursery.co.uk)
- Email: [lsnlimited@gmail.com](mailto:lsnlimited@gmail.com)
- Post: Unit 1, Five Tree Works, Baker's Lane, West Hanningfield, Chelmsford, Essex CM2 8LD
- Phone: 01277 841424

## Complaints

You have the right to complain to the Information Commissioner about the way in which we collect and use your personal data: [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or telephone 0303 123 1113.

## Changes to this privacy policy

This policy is effective from 25 May 2018. We may change this privacy policy from time to time by updating this webpage.

**POLICY NUMBER 38**

**The policy was adopted at a meeting of.....**

**Held on.....**

**Date to be reviewed.....**

**Signed on behalf of the provider.....**

**Name of signatory.....**

**Role of signatory.....**