



Privacy Notice

Aflah Nursery takes your privacy seriously, and in accordance with the General Data Protection Regulation (GDPR), the nursery will commit to the following:

Aflah Nursery will be asking you for your personal data about you and your child/ren in order to deliver a childcare service to you. Aflah Nursery must have a legal basis for collecting this data, and there are 6 lawful bases:

1. **Consent**
The individual has given clear consent for you to process their personal data for a specific purpose.
2. **Contract**
The processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
3. **Legal obligation**
The processing is necessary for you to comply with the law (not including contractual obligations).
4. **Vital interests**
The processing is necessary to protect someone's life
5. **Public task**
The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
6. **Legitimate interests**
The processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks).

Aflah Nursery will be processing your data under the following bases: **1, 2, 3 and 4.**

Where Aflah Nursery require consent, they will provide a way for you to positively make a decision about the information that you make available and how this is shared.

This information will be collected by your child's keyperson, manager or deputy manager as part of the child's induction to the nursery. Aflah Nursery will be asking for this data verbally at the initial meeting and recording it on paper forms/digitally. Aflah Nursery will ask for this information at regular intervals to ensure it is up to date. Aflah Nursery will do this by asking you to complete and return a data form.

The information that Aflah Nursery require will be:

- Child's name.
 - Child's date of birth.
 - Child's address.
 - Parents' names, addresses, contact numbers, email addresses.
 - Who has parental responsibility for the child and legal contact.
 - Emergency contact names, addresses and contact numbers.
 - Child's doctor's name and contact number.
 - Health clinic/health visitor's name.
 - The names and contact details of any other professionals working with your child eg A speech therapist etc.
 - Any allergies/medical history/requirements.
 - Information about immunisations.
 - Whether the child has any special educational needs or disabilities.
 - Ethnic group.
 - Religion.
 - Home Language.
 - Parents' National Insurance number.
- The aforementioned list - following issue - may not capture all data items collected or held at a later point in time. Hence, this list is not exhaustive and a current privacy notice can be found on the parent noticeboard at the nursery.

Aflah Nursery is required to hold and use this personal data in order to comply with the statutory framework of England, Ofsted, the Department for Education and the nursery's local authority early year's team. This data will be used to:

- Support your child's development.
- Monitor and report on your child's progress.
- Share information about activities in our nursery.
- Contact named people in an emergency.
- Share with other professionals in accordance with legislation.
- Ensure a contract of service is delivered and maintained.
- Ensure that this nursery receives the statutory funding for which it is eligible.

With your permission this data may be, when necessary, shared with:

- Other professionals supporting your child, for examples health visitor, nursery, school, other health or education professional.
- Nursery's local authority through the Free Childcare and Early Education Entitlement headcount and annual Early Years Census (England).
- The local safeguarding children's board or Social Services Referral and Assessment Team if the nursery ever have any concerns about the safety of your child.
- Ofsted.

- The Police, in the case of CCTV footage which captures the communal entrances for the safety of all users to the building. The CCTV is operated by the Centre in compliance with the GDPR.

The nursery is required by law to keep some information about your child for a period of time after a child has left the nursery. Aflah Nursery will keep a record of this and dispose securely at the correct time.

Please see the nursery's data protection policy for further information on data sharing, safe storage and your rights to access your data.

Contact

If you would like to discuss anything in this privacy notice, please contact:

- email: aflahnursery1@gmail.com

Your query will be forwarded to the relevant person who will be in touch as soon as possible.

Dated: May 2018