

FRESHFIELDS NURSERY SCHOOL - PRIVACY POLICY

Freshfields Nursery School understands that the information you trust us with is important to you, and we are committed to protecting and respecting your privacy.

This policy explains how, when and why we collect your personal information during the course of providing services to you, under what situations we may disclose your personal information, within contracted suppliers and to others, and how we keep it secure.

SUMMARY:

- We only collect personal information about you (staff, (including prospective staff), children attending the nursery, parents, prospective parents, where it is completely necessary or you have consented, and we ensure that we only collect information that we need.
- We will not send you marketing material unless you have given permission to do so.
- We will not sell your personal information to third parties.
- We use third-party suppliers to help us. Where we share personal information with those suppliers, we have the appropriate contracts or controls in place, which will assess the security of their processing arrangements.
- We will protect your personal information with an appropriate combination of technical and organisational measures.
- You have rights to your information. These are detailed in Section 11.
- We retain your data for as long as is necessary.
- If you have a complaint, please see how to contact us in Section 9.
- If you have any questions about how we process your information, please see how to contact us in Section 11.

1. WHAT INFORMATION DO WE COLLECT ABOUT YOU?

We need information about you in order to maintain accurate records. We need to collect information from you to keep you/your child safe and enable us to contact relevant persons in an emergency.

This can include personal information about you as part of your enquiry, registration or application, information we collect automatically, and personal information we collect from other sources.

2. WHY WE USE THE INFORMATION ABOUT YOU

We collect your personal information for a number of reasons; but mainly to maintain accurate records about those that work for us, or those who are placed in our care and their immediate parents/guardians and emergency contact persons.

To process your information, we mainly rely on the following legal bases:



Performance of contract; The use of your information is necessary to perform the contract that you have with us.

Legitimate interests: We may use your information for our legitimate interests, such as to send you emails or newsletters, or to promote events or activities that may be of interest to you, along with administrative purposes.

Consent: We may rely of your consent for your personal information for certain actions, such as the use of photographs. You may withdraw your consent at any time, please contact us using the details provided at the end of this policy.

3. INFORMATION THAT WE SHARE

We may have to share your information with other companies, such as to third part service providers, including our accountants, insurance providers or professional childcare bodies.

4. MARKETING

We may from time to time send you information about our events or services, or others which may be of interest to you. We will collect your information for marketing purposes, if you agree, when you contact us to find out about our services, register your child for a place here, provide your details as a contact for a child placed here or provide your personal information through the Freshfields Nursery School website.

To stop us contacting you for marketing please see how to contact us in Section 11.

5. INFORMATION SECURITY

We work hard to keep your data safe. We use an appropriate combination of technical and organisational measures to ensure, as far as reasonably possible, the confidentiality, integrity and availability of your information at all times. If you have a security-related concern, please contact us using the contact details at the end of this policy.

6. INFORMATION WE COLLECT THROUGH YOUR USE OF OUR WEBSITE

We collect information through the use of cookies and similar technologies, to enable us to remember you when you visit our website and to improve your online experience.

The use of cookies helps us understand how you use our website, view and respond to our content, so we can enhance the overall experience for you. When you visit our website, we may record your device information including IP address, hardware and software used, general location, and when and how you interact with our website.

This information is retained and use to improve your experience.

To find out more about our use of cookies and related technologies, please read our Cookie Policy on the website.



7. ACCESS TO INFORMATION AND CORRECTION

You have the right to request a copy of the information we hold about you. We will provide you with this information within once month of receiving your request and verifying your identity.

You also have a right to contact us if you believe your personal information is incorrect, or if you believe your personal information is incorrect, or if you believe we are no longer entitled to use your personal data. If you have any questions about how we use your personal information, please contact us using the details provided at the end of this policy.

8. RETAINING DATA

Freshfields Nursery School, and the information we collect about you, are subject to various regulatory and legislative requirements. In addition, we endeavor not to keep your personal information for longer than we have to for us to fulfil our obligation to you. Where it is not possible for us to delete your data, we will ensure the appropriate security and organizational measures are put in place to protect the use of your data.

9. COMPLAINTS

We work hard to ensure that your personal information is treated safely and securely. However, if you have a complaint, write to us using the contact details at the end of this policy, or talk to a member of the management team. You also have the right to complaint to the Information Commissioner's Office.

10. CHANGES TO OUR PRIVACY POLICY

We review our Privacy Policy regularly and will make any updates available to you.

11. WHO TO CONTACT IN RELATION TO PROCESSING OF PERSONAL INFORMATION AT FRESHFIELDS NURSERY SCHOOL

Freshfields Nursery School controls the processing of personal data on its systems. If you would like to discuss anything in relation to this policy or how we handle your personal information, you can reach the Data Protection Officer for Freshfields Nursery School by writing to:

Data Protection Officer, Freshfields Nursery School, Clifford Forge House, Clifford Road, Stratford upon Avon, CV37 8HW.

