

# Bushey Gan Privacy Notice

**Bushey Gan Nursery & Pre-School**

**177-189 Sparrows Herne, Bushey, Hertfordshire, WD23 1AJ**

## ***Statement of Intent***

On 25<sup>th</sup> May 2018 the new General Data Protection Regulations (GDPR) comes into force.

This privacy policy sets out how Bushey Gan, under the umbrella of the United Synagogue (US), processes personal data (that is, information by which an individual can be identified) collected by us in the course of our lawful activities. This is in accordance with the Data Protection Act 1998, the General Data Protection Regulation and any other current or subsequent legislation ('Data Protections laws'). This policy has been put in place to protect your rights under the Data Protection laws and it is important that you understand how we handle, process, and protect information we collect. This may be held on paper, electronically, or otherwise.

**The United Synagogue is the 'data controller' for the purposes of this policy and the policy extends to its staff, trustees, volunteers, and anyone else processing data on their behalf from time to time.**

## ***We follow three guiding principles when it comes to privacy of your data:***

**Transparency:** We work hard to be transparent about what personal information we collect and process.

**Simplicity:** We strive to use easy-to-understand language to describe our privacy practices to help you make informed choices.

**Control:** We ensure you have control over the personal information you provide to us and how it is used, shared and retained.

## ***Our legal basis for collecting information about you***

Organisations are permitted to process data if they have a legal basis for doing so. We process data on the basis that:

Express and informed consent has been given by the person whose data is being processed; and/or

We have a legitimate interest in processing the data; and/or

It is necessary in relation to a contract or agreement which the person has entered into or because the person has asked for something to be done so they can enter into a contract or agreement; and/or

There is a legal obligation for us to process data.

Where we rely solely on consent as the basis for processing data, we are required to obtain your explicit consent and you can modify or withdraw this consent at any time by notifying us in writing, although this may affect the extent to which we are able to provide services to or interact with you in future. We take the privacy and security of your personal information very seriously. Any personal data collected by us will only be processed in accordance with this privacy notice.

## ***When we collect information***

We collect personal information as appropriate when you interact with us. Within Bushey Gan this relates to employees; volunteers; committee members and any visitors. We need to ensure that the information gained from each individual is kept securely and to the appropriate level of confidentiality.

## The type of information we collect

Type of information	Details
	Please note that is not an exhaustive list.
<b>Information about your dependant</b>	Name, full address, gender, date of birth, relationships, child sensitive details (allergies, behavioural issues, dietary requirements, photo permission, disabilities), timetable schedule, National Health Number, Observations of children's progress (Tapestry) any relevant medical information Children's reports, from Bushey Gan or from outside professionals
<b>Information about you</b>	Name, full address, gender, date of birth, relationship to child, telephone number, email address, mobile number, contract details, charges & payment information, National Insurance Numbers, DBS, car details for security, photo permission, disabilities 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. If you apply for 15 or 30 hours funding childcare, will also collect your national insurance number or unique taxpayer reference (UTR), if you're self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

## How we use this information

Purpose for which we need your personal information	Details
	Please note that is not an exhaustive list.
<b>Services</b>	To provide the best service for you and your Child
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Detecting and protecting against error, fraud, or other criminal or malicious activity.</li> <li>• Workforce development, education, training and certification &amp; performance management;</li> <li>• to communicate with you and to facilitate communication between you and other people;</li> <li>• Health &amp; Safety compliance &amp; risk management;</li> <li>• Project Management; and training and quality purposes</li> <li>• contact you in case of an emergency</li> <li>• to support your child's wellbeing and development to manage any special educational, health or medical needs of your child whilst at Bushey Gan</li> <li>• to carry out regular assessment of your child's progress and to identify any areas of concern</li> <li>• to maintain contact with you about your child's progress and</li> <li>• respond to any questions you may have</li> <li>• to process your claim for up to 30 hours free childcare (only where applicable)</li> <li>• to keep you updated with information about our service</li> <li>• to analyse information to support and improve the service we offer. With your consent, we will also record your child's activities for their individual learning record on Tapestry. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, by confirming so in writing.</li> </ul>
<b>Security</b>	<ul style="list-style-type: none"> <li>• Physical protection whilst attending our site through CCTV and prevention and detection of crime.</li> <li>• Maintaining the safety and security of those using and visiting our premises through security rotas and checks</li> </ul>
<b>Legal</b>	<ul style="list-style-type: none"> <li>• To comply with our legal obligations.</li> </ul>

### ***Duty to Disclose Information***

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. Information about child abuse will be disclosed to social services. Information about drugs or terrorism will be disclosed to the police. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending.

### ***Who we share your data with***

In order for us to deliver our services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about [my/our] service
- banking services to process chip and pin and/or direct debit payments (as applicable)
- the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our setting software management provider
- the school that your child will be attending
- Medical professional/therapists working with us
- Security professionals to maintain safety & security of children, parents, staff and visitors

### ***We will also share your data if:***

- We are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us
- to protect your child and other children; for example, by sharing information with social care or the police;
- it is necessary to protect our or other's rights, property or safety
- We transfer the management of the setting
- We will never share your data with any other organisation to use for their own purposes

### ***How we protect your data?***

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

- Keeping it in a locked office use only by Bushey Gan, in a manner that prevents a person or child from being identified
- If computerised, it will be password protected and encrypted
- If on a storage device, we will enable the full securities of the device including encryption
- employees, volunteers, committee members and students must sign confidentiality policy

### ***How long do we retain your data?***

Personal data is only kept for the length of time necessary to perform the process for which it was collected. This applies to data held both electronically and on paper. We follow the statutory requirements for retention of data

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 (see our Children's and Provider Records policies).

## ***Your rights with respect to your data***

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 unless there is an overriding legitimate reason or contractual obligation requiring the organisation to continue holding this information and
- request that we transfer your, and your child's personal data to another person

If you wish to exercise any of these rights, you can do so by contacting us in writing.

## ***Changes to this notice***

Our privacy policy is regularly reviewed to reflect changes in law, our business practice or the technology we use, and as a result they may be amended from time to time without notice. You should therefore endeavour to review this privacy notice regularly, to keep up to date with any such changes.

The accuracy of your information is important to us. Please help us keep our records up to date by informing us of any changes.