

Munns Farm Day Nursery Privacy & Cookie Policy

Updated Feb 2020

This privacy policy explains what personal data we collect, why we collect it, how we use it and how we protect it. We ensure 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.

Who we are?

We are L&D Childcare Ltd. trading as Munns Farm Day Nursery.

- Our registered office address:
C/O HJP, Audley House North Bridge Road, Berkhamsted, Herts, HP4 1EH.
- Our company number is company number is 05637816

What personal data do we collect?

About your child:

- Your child's name, date of birth, address, health and medical needs, dietary needs and wants, development needs, and any special educational needs
- Where applicable we will obtain child protection plans from social care and health care plans from health professionals.
- We request information about who has parental responsibility for your child and any court orders pertaining to your child.

About you:

- Your name, home and work address, phone numbers, two other emergency contact details, and family details
- If you apply for up to 30 hours free childcare, we 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 you receive.

Why we collect this information and the legal basis for handling your data

We collect the personal data outlined above to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement we have entered into, including:

- Contact you in case of an emergency
- To manage any special educational, health or medical needs of your child whilst
- To carry out regular assessment of your child's progress and to identify any areas of concern
- To keep in contact with you about your child's progress and to respond to questions you may have
- To process your claim for up to 30 hours free childcare if applicable
- To keep you updated with information about our activities and services
- To support your child's well-being and development

We record your child's activities for their individual learning record. Records include photographs and videos. You will have the opportunity to state your preference for the use of this images on your registration form. You may change your preference or withdraw your consent for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare.

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 do we share personal data with?

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

- Ofsted – during an inspection or following a complaint about our service
- Banking services to process chip and pin and/or direct debit payments (where applicable)
- The Local Authority (for claiming up to 30 hours free childcare (where applicable)
- The government's eligibility checker (for claiming up to 30 hours free childcare (where applicable)
- Our insurance underwriter (if applicable)
- Our setting software management provider (if applicable)
- The school/setting that your child will be transferring

We 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 and other's rights, property or safety
- We transfer the management of the Munns Farm Day Nursery, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

We will never share your data with any other organisation to use for their own purposes.

How do 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 data securely protected with logins and a secure password which is only accessible by those who need access to the data.
- Back-up data is stored
- Data stored in paper format is kept in a safe location where only those authorised can access it.
- We delete obsolete data securely

How long do we keep your data?

- We retain your child's personal data for a minimum of 3 years after your child no longer uses our services, or until our next Ofsted inspection after your child leaves Munns Farm Day Nursery.
- Your child's learning and development records are maintained by us and made available to you after your child leaves.
- Medication records and accident records are kept for longer according to legal requirements.
- 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).

What is your cookie policy?

We use a Google script tracking code ("Cookie") to:

- Authentication and improving the functionality of our website by remembering your username and password when you return to the website, and remembering information about your browser and preferences
- Google Analytics for statistical analysis: generating statistics measuring website traffic
- Monitoring the performance of the website and your use of our website

Your rights with respect to your personal data

We only keep data relevant to the purpose for which it is intended. You can enquire about what data we hold or ask for access to your data from our data controller and exercise your rights to have it corrected or change how it is used.

You have the right to:

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

To exercise any of these please contact:

- Email: info@munnsfarmdaynursery.com
- Telephone: 01707 392999.

Should you have any questions, comments or concerns about this privacy notice, or how we handle your data, please contact us to discuss.

If you continue to have concerns about the way your data is handled after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk

Changes to this notice

Our Privacy Policy is under regular review. Please visit this page to be notified of any changes.