



Hillside Playcare Privacy Notice

Privacy Notice – In line with GDPR data protection law

The **General Data Protection Regulation** is a new, European-wide **law** that **replaces** the **Data Protection Act** 1998 in the UK. This new regulation gives you various rights to do with the information that businesses, the Government and other organisations hold about you.

This notice is to make sure you are fully aware of how we may use your personal information should you send your child to Hillside Playcare.

Under the new GDPR regulation we are the Data Controller and are able to collect information about your child and use this personal data to:

- support your child's development
- monitor and report on your child's progress
- ensure that this setting receives the statutory funding which it is eligible for.

HOW WE USE PERSONAL INFORMATION

We use information that we have about you and your children for business purposes.

The types of personal information we collect and use include:

- The personal details of your child;
- The payment of fees due;
- Details of the child's Family (so we can contact you in case of an emergency)
- Medical information (so we can cater for any special needs)
- Ethnic background of your child (this is collected by Essex County Council as part of the process to obtain Nursery Education Funding for your child). This is also used when Hillside Playcare applies for grants and funding from Government bodies.
- Education details (so we can ensure your child's development needs are catered for).

HOW LONG WE KEEP PERSONAL INFORMATION

We are required to keep certain personal information including registers, medication record books and accident records pertaining to the children for at least 3 years after the child has left Hillside Playcare. This is in order to comply with 'Early Years Foundation Stage Welfare Requirements' (given legal force by Childcare Act 2006) and other

legislation (e.g. Limitation Act 1980/The Statute of Limitations (Amendment) Act 1991).

WHO WE SHARE PERSONAL INFORMATION WITH

We only use your information within Hillside Playcare, however, there are some occasions when we need to share personal information about you and/or your child with third parties. These are:

- If you chose to pay for childcare fees using vouchers. We will share the minimum amount of your personal information necessary with the voucher scheme operator, so they can identify you and make the appropriate payments to Hillside on your behalf.
- If your child is entitled to Nursery Education Funding, we are required to share your personal details with Essex County Council in order to identify your child and prove entitlement to funding.
- Every now and again, we receive requests for information from schools, government departments, the police and other enforcement agencies. If there is a legal basis for sharing your personal information, we will provide it to the organisation that is asking for it.
- We may on occasion use your personal information for the purposes of recovery of overdue fees.
- In case of an emergency, we may need to share details of your child with emergency services, including any medical conditions as provided to us by you.
- To contact you when we want to inform you about events at Hillside Playcare.

OUR COMMITMENT TO YOU

We will process your personal information in line with the General Data Protection Regulation (GDPR). This means that we will:

- Only collect and hold information about you which we deem necessary;
- Keep your personal information up to date and accurate;
- Take appropriate steps to protect your personal information from being used without permission, or illegally, and to safeguard your rights;
- Destroy your personal information in a secure way once we no longer need it.

WHAT RIGHTS YOU HAVE OVER YOUR PERSONAL INFORMATION

You have a right to ask for a copy of all the personal information we hold about you but there are some legal exceptions to this, such as information which is confidential to Hillside Playcare. If you would like a copy of your personal information, you should contact the nursery Manager and we will process your request.