Privacy (GDPR) Policy

Statement of intent

The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 give you various rights regarding the information that businesses, the UK Government and other organisations hold about you.

Personal information that The Nest collects, processes and holds is compliant with the UK GDPR and the Data Protection Act 2018, and this policy outlines our data collection, processing and data protection methods.

The Nest is the Data Controller for the personal data it processes.

Introduction

At The Nest, we are committed to respecting and protecting the privacy and data rights of all individuals, including children, parents, guardians, and staff. This policy outlines our approach to data protection in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. It details how we handle, store, and process personal information to ensure transparency, confidentiality, and security. We aim to foster a culture of trust where everyone's data rights are respected and upheld.

Aim

The aims of this GDPR policy are to:

• Ensure the secure, lawful, and fair processing of personal data in line with UK GDPR and relevant UK data protection legislation.
• Inform staff, parents, and guardians of how we collect, use, and store personal information and their rights regarding this data.
• Outline clear procedures and responsibilities for staff in handling personal data to maintain confidentiality and data security.
• Protect personal data from unauthorized access, loss, or misuse and to reduce the risk of data breaches.
• Provide transparent communication and a clear process for individuals to access, rectify, or delete their personal information.

Legislation and Guidance

This policy complies with the following legislation and guidance:

1. UK General Data Protection Regulation (UK GDPR) – Sets out the requirements for data collection, processing, and security to ensure individuals' data rights are upheld. Core principles include lawfulness,

transparency, purpose limitation, data minimisation, accuracy, storage limitation, integrity, confidentiality and accountability.

2. Data Protection Act 2018 – Complements UK GDPR in the UK by setting additional provisions for data processing and specific protections for children's data, ensuring all data is managed responsibly and securely.
3. Information Commissioner's Office (ICO) Guidance – The ICO provides recommendations and support for educational and childcare providers in meeting UK GDPR requirements, helping to ensure good practices in data handling and security.
4. Early Years Foundation Stage (EYFS) Statutory Framework – Emphasises the safeguarding of children's welfare, which includes protecting and securely managing their personal information in line with UK GDPR.

Lawful Basis for Processing

The Nest processes personal data under the following lawful bases:

• Legal obligation – to comply with the Childcare Act 2006, EYFS requirements and safeguarding duties.
• Contract – to provide childcare services under our agreement with parents/guardians.
• Vital interests – where processing is necessary to protect a child's life (e.g., medical emergencies).
• Public task – where required to share information with local authorities.
• Consent – where required (e.g., for optional communications or use of images).

How we collect information about you

When you apply to The Nest, we receive information about you and your children in several different ways.

You may give us the information. This may happen when you:
• apply for, or we offer you, a place at The Nest and registration forms are completed
• when you let us know about a change in your personal circumstances (for example, if you change your name when you get married or move house)

We may receive personal information from another organisation, for example, should we be required to work with social services.

How we use personal information

We use information that we have about you and your children for business and child development purposes. These purposes generally fall into the following areas.

Administration – This applies to past, current and potential future children and their parents / guardians. We use this information for the provision of child care, safeguarding and emergencies.

The types of personal information we collect, and use include:
• The personal details of your child
• The personal details of Parents/ Guardians
• The payment of fees due
• Parental dates of birth and National Insurance Numbers (processed by Central Bedfordshire County Council as part of obtaining Nursery Education Funding for your child)
• Details of the child's Emergency Contacts (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 Central Bedfordshire County Council as part of the process to obtain Nursery Education Funding for your child)

Keeping you informed – This applies to current, past and potential future children and their parents / guardians. We use this information to keep you updated about events at The Nest (e.g. to let you know about events and changes to schedules).

The types of information we collect, and use include:
• Email address - we can email you updates
• Mobile Telephone numbers so that we can contact you in the case of an emergency

(Note: This is optional, and you can opt out of receiving email updates at any time by letting the office know).

How long we keep personal information

We are required to keep certain personal information including registers, medication record books and accident record books pertaining to the children for at least 3 years after the child has left The Nest (sometimes much longer). This is 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).

Where records relate to accidents or injuries involving children, these records may be retained until the child reaches 21 years and 3 months in accordance with limitation periods for personal injury claims.

Personal data will not be kept for longer than is necessary for the purposes for which it was collected.

The information is gathered via our application and registration forms and stored in your child's file, locked away in the office cabinets. Only authorised staff have access to these records.

Electronic records are stored on secure, password-protected systems with appropriate technical and organisational security measures in place to protect against unauthorised access, loss or misuse.

The Nest
CARE & HOLIDAY CLUB

Our commitment to you

We will process your personal information in line with the UK GDPR. This means that we will:

• only collect and hold information about you which we need for the purpose of providing care for your child
• keep your personal information up to date and accurate (to help us do this, please let us know if any of your details change)
• take appropriate steps to protect your personal information from being used without permission, or illegally, and to safeguard your rights and those of your child
• destroy your personal information in a secure way once we no longer need it

What rights you have over your personal information

You have certain rights over your personal information. Most importantly, you have a right to ask for a copy of all the personal information we hold about you – this is called a Subject Access Request (SAR). There are some legal exceptions to this, such as information which is confidential to The Nest as part of Child Protection Cases. If you would like a copy of your personal information, you should contact our manager. We will process your request in line with UK GDPR Guidelines and will provide your SAR within one calendar month.

You also have the right to request correction of inaccurate data, erasure of data where appropriate, restriction of processing, data portability, and to object to processing in certain circumstances.

If you are dissatisfied with how your data has been handled, you have the right to lodge a complaint with the Information Commissioner's Office (ICO**).**

This policy was adopted at a meeting of The Nest Committee on the 16th April 2018 and will be reviewed annually.

Signed on behalf of The Nest _____

Date Signed: _____

Date to be reviewed: _____