



# muddy boots

## DAY NURSERY

### PRIVACY NOTICE

#### 1. Introduction

This notice is designed to inform you of the type of information that we, Muddy Boots Day Nursery, collect and hold about parents/carers and children, what we do with that information, how we will look after it and who we might share it with. It covers information we collect directly from you or receive from other individuals or organisations.

#### Who are we?

In this Privacy Notice Muddy Boots Day Nursery is a data controller. This means we are responsible for deciding how your personal data is processed and for what purpose. Muddy Boots Day Nursery operates within Trinity College Enterprises Limited, which is a wholly owned subsidiary of Trinity College (Bristol) Limited.

#### 2. Your personal data – what is it?

Personal data means any information relating to an identified or identifiable individual. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”). In this Privacy Notice, when we refer to “**you**” and “**your personal data**”, this relates to information we process about the children attending Muddy Boots Day Nursery, and information relating to the parents or carers of those children.

#### 4. Personal data we hold about you

When we refer to personal data in this policy, we mean information that can or has the potential to identify you as an individual. When we refer to ‘processing’ your personal information, this covers any use of your personal information, including but not limited to accessing, storing and sharing information. We may use “**special categories of personal information**” about you, such as information relating to your/your child’s health.

The personal information we hold about you/your child may include the following:

- Personal information (such as name, date of birth and address)
- Characteristics (such as ethnicity, language, nationality) for children
- Attendance information (such as sessions attended, number of absences and absence reasons) for children
- Relevant medical information for children
- Special educational needs information for children

- Assessment information for children
- Bank details for parents and carers
- Proof of identity for parents and carers
- Birth certificates for funding for children
- Details of any accidents / incidents / existing injuries
- Relevant documentation for child protection and safeguarding concerns
- Funding information and details

## **5. How do we process your personal data?**

Muddy Boots Day Nursery complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To ensure children's health, safety and well-being
- To support children's learning
- To monitor and report on their progress
- To comply with the requirements of the EYFS and Ofsted
- To maintain our own accounts and records
- To process nursery fees
- To inform you of news, events, activities
- To inform parents/carers of child's well-being
- To seek medical advice;
- To update parents/carers on child's development

## **6. What is the lawful basis for processing your personal data?**

We collect and use child information under the Statutory Framework for the Early Years Foundation Stage (given legal force by the Childcare Act 2006), The Limitation Act 1980. We have a legal obligation to process the information provided to comply with the law. We will always seek consent for any additional processing of personal data, including:

- Photographic images
- Social media/website
- Sharing data with additional third parties.

By completing and signing the nursery registration form you are entering into a contract with Muddy Boots Day Nursery. Processing your personal data is justified on the basis that it is necessary to fulfil our contract with you for the provision of childcare.

When we contact parents and carers with information about their child's well-being, and provide updates such as nursery news, events and activities, we are relying on the lawful basis of 'legitimate interests'. When we rely on 'legitimate interests' under the GDPR, this means that we have an appropriate business need to process your personal information and this business need does not cause harm to you.

## **7. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with third parties as necessary to comply with our legal obligations. We routinely share pupil information with:

- Ofsted
- Department for Education (DfE)
- Schools that the children attend after leaving us
- Our local authority
- Health Visitors
- Social Workers
- Trinity College (parents and carer's bank details and email address)

Trinity College, operating through Trinity College (Bristol) Limited, have control of Muddy Boots finance and invoicing system. They have access to names, bank details and email addresses in order to be able to manage nursery fees. In some circumstances other data may need to be shared (e.g. serious incident or child protection issue).

## **8. How long do we keep your personal data?**

We have to keep general records for 3 years, these are all stored securely and then destroyed.

If we have any serious accidents/incidents or child protection issues we may have to keep data until the child's 25<sup>th</sup> birthday or in some cases up to 40 years.

## **9. Automated decision-making**

Muddy Boots Day Nursery does not make any decisions based solely on automated decision-making or profiling.

## **10 Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data that Muddy Boots Day Nursery holds about you or your child;
- The right to request that Muddy Boots Day Nursery corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary;
- The right to withdraw your consent to data processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, where applicable (only applies where processing is based on the legal grounds of legitimate interests);
- The right to lodge a complaint with the Information Commissioner's Office.

## **11. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data

Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **12. Contact Details**

Muddy Boots Day Nursery aims to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive very seriously. We encourage people to bring concerns to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures. You can contact us with any complaints or questions at [office@muddybootsdaynursery.co.uk](mailto:office@muddybootsdaynursery.co.uk)

In addition, you can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

