



Buzzee Beez Pre-School Ltd



10.1 Privacy notice

Buzzee Beez Preschool Ltd.'s Privacy Notice

Buzzee Beez Preschool Ltd
Trinity United Reformed Church
Harbert's Road
Harlow
Essex
CM19 4EU

We take your privacy seriously, and in accordance with the General Data Protection Regulation, (GDPR) We will commit to the following:

We will be asking you for personal data about you and your child/ren in order to deliver a childcare service to you. We must have a legal basis for collecting this data, we will be using the following:

Article 6(1) of the GDPR sets out the conditions that must be met for the processing of personal data to be lawful. They are:

(a) Consent:

The individual has given clear consent for you to process their personal data for a specific purpose.

(b) Contract:

The processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

(c) Legal obligation:

The processing is necessary for you to comply with the law (not including contractual obligations).

(d) Vital interests:

The processing is necessary to protect someone's life.

(e) Public task:

The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

(f) Legitimate interests:

The processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

We will be processing your data under the following bases: Primarily, Legal Obligation as well as Consent, Contract and Legitimate Interests with the sub category "special category data" (related to the medical information we hold.)



Privacy notice

Introduction

We are committed to ensuring 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.

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

What personal data do we collect?

We collect personal data about you and your child 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.

Personal details that we collect about you and your child include:

- Child's name
- Child's date of birth
- Child's age
- Child's address
- Parents' names, addresses, contact numbers
- Who has parental responsibility for the child
- Family social situations
- Emergency contact names, addresses and contact number
- Child's doctor's name and contact number
- Health clinic/health visitor
- Child's NHS number
- Any allergies/medical history/ requirements
- Information about immunisations
- Whether the child has any special educational needs or disabilities
- Ethnic group
- Religion
- Home language
- Parents National Insurance number (Only for 30 hours funded children)
- Child protection plans (From Social Care)
- Health care plans (From Health professionals)



This information will be collected from you directly in the registration form. Through our online system Nursery in a Box and some paper-based child's personal file.

Why we collect this information, how and where we store it and the legal basis for handling the data

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

Why we collect	How it is stored	Where it is stored	Legal basis
Contact you in case of an emergency	Hard copy & Digitally	Within the setting, Nursery in a Box	Legal Obligation, Consent
To support your child's wellbeing and development	Hard Copy & Digitally	Within the setting, Nursery in a Box, Tapestry	Legal Obligation, Consent
To manage any special educational, health or medical needs of your child whilst at our setting	Hard Copy & Digitally	Within the setting Nursery in a Box	Legitimate Interest, Consent
To carry out regular assessment of your child's progress and to identify any areas of concern	Hard Copy & Digitally	Within the setting Tapestry	Legal Obligation, Consent
To maintain contact with you about your child's progress	Hard Copy & Digitally	Within the setting Nursery in a box	Legitimate Interest, Consent



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and respond to any questions you may have		Tapestry	
To process your claim for up to 30 hours free childcare (only where applicable)	Digitally	Nursery in a Box Essex County Council Portal	Legal Obligation, Consent
To keep you updated with information about our service	Hard Copy & Digitally	Within the setting Nursery in a Box Tapestry	Legitimate Interest, Consent

With your consent, we will also record your child's activities for their individual learning record use the secure online service Tapestry this can be accessed by preschool staff and yourself with your unique personal password. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, 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. Consent will be sought and added to your child's paper-based file.

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:

Secure online software (platforms like Nursery in a box, Tapestry and Essex County Council portal that are GDPR compliant), locked file cabinet in a locked cupboard and encrypted pen drive.

Who we share your 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



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- the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- our setting software management provider (Nursery in a Box & Tapestry)
- the school that your child will be attending
- Other professionals supporting your child, for example health visitor, pre-school, nursery, school, other health or education professional
- The local safeguarding children's board or Social Services Referral and Assessment Team if we ever have any concerns about the safety of your child.
- Ofsted

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 rights, property or safety
- We transfer the management of the setting, 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 long do we retain your data?

We retain your child's personal data for up to 6 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Health, Accident, Child Protection, Financial reports or other support service referrals may be held longer according to legal requirements.

Your child's learning and development records are maintained by us and paper copies are handed to you when your child leaves the setting. There is the option of receiving digital copies, these need to be download within a specific time frame through your tapestry account when your child leaves.

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; and
- request that we transfer your, and your child's personal data to another person



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If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied 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

We keep this notice under regular review. You will be notified of any changes where appropriate.

Use of Cookies by Buzzee Beez Pre-School Ltd

When someone visits www.buzzeebeez.com we collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. We collect this information in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting our website. We will not associate any data gathered from this site with any personally identifying information from any source. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

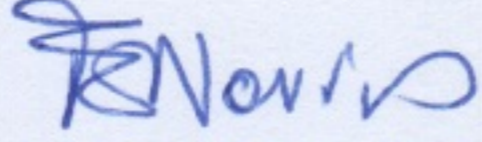

The only cookie we use is to allow us to find out more about people use our website so that we can improve it and make it more user friendly. You may delete and block all cookies from this site. Details of the cookie we use can be found below:

Cookie	Name	Purpose	Where to find out more
Google Analytics	_utma _utmb _utmc _utmz	These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited. Note: We do not share this information with 3rd parties.	Google Privacy Policy



Buzzee Beez Pre-School Ltd



Preschool name:	BuzzeeBeez Pre-School Ltd
Directors name:	FRANCES NORRIS
Directors signature:	
Date:	21.05.2018
Mangers name:	Gaynor Baker
Manger signature:	
Date:	21.05.2018