



## SEVENOAKS DAY NURSERY

### Privacy Notice for Parents

#### Introduction

Sevenoaks Day Nursery (“**the Nursery**” or “**we**”) is a registered charitable incorporated organisation providing nursery and childcare services at Sevenoaks Day Nursery CIO, Otford Road, Sevenoaks, TN14 5DN (Charity number: 1162242; OFSTED URN: EY536594; ICO Registration number: Z809520X)

We are committed to protecting your privacy and complying with the General Data Protection Regulation (“GDPR”).

This privacy notice sets out the basis by which we collect, use and disclose the personal data of the prospective, current and past children who attend the Nursery, as well as their parents or carers. This privacy notice also sets out your rights in respect of such personal data, both during and after the time that your child spends at the Nursery.

We encourage you to read this notice carefully, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

In this Privacy Notice, all references to parent also mean legal guardians or carers. All references to children include both those who attend the Nursery and those who just attend Holiday Club.

#### 1. General data protection principles

In collecting and processing your personal information, we will comply with the data protection law in force at the time. This requires that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

## **2. Why we collect data**

We limit the collection of personal information to what is necessary to provide you with high quality services, to support your specific needs and requests, and to meet our business needs in connection with the services. Below we have highlighted the reasons for the collection of personal data:

Sevenoaks Day Nursery processes the Personal Data of families and children for the following purposes:

### **Legal Obligation**

- to ensure a safe, healthy, and appropriate environment for the children that attend
- to comply with laws, government regulations and Nursery policies and procedures
- to enable staff training and development, maintaining required qualifications
- to fulfil tax, reporting and other financial obligation
- for effective communication, administration, and record-keeping

### **Vital Interests**

- to administer first aid, emergency and other medical care when necessary (**Vital Interests**);

### **Contract Obligation**

- to aid in the administration of services;
- so that we can process payments for our services;
- for effective communication with you

### **Consent**

- to communicate with you in relation to events and alternative services provided by us. You can withdraw this consent at any time by clicking on the “unsubscribe” link on the bottom of all our electronic communications or by contacting the nursery on [dataprotection@sdn.org.uk](mailto:dataprotection@sdn.org.uk)

### **Legitimate Interest**

- wherever and whenever possible, we will identify another lawful basis for processing your data, however, in certain specific circumstances, we may need to process your data for the legitimate purposes of the Nursery and in fulfilling our charitable aims.
- Where such processing is necessary, a Legitimate Interest Assessment will be completed by the Trustees to fully document the processing and to ensure that your rights and freedoms are fairly balanced against our need for the processing.

- We will take all reasonable steps to minimise the amount of data that is processed under legitimate interest.

### **3. The kind of information we hold about you**

For the families and children who attend:

Sevenoaks Day Nursery processes personal data including, but not limited to:

- Contact Details such as: name; address; telephone contacts; email addresses; authorised and medical contacts
- Date of birth;
- Gender (children);
- Medical data such as: physical conditions, disabilities, special needs, health information, allergies, dietary requirements;
- Care records such as: behaviours, illnesses, medication, food;
- learning and development records such as: activities, observations, photographs;
- Financial such as: payment details, funding applications and enrolment information

If you are prospective customer, we will collect contact information that you provide voluntarily when requesting information via telephone, online or in person.

Contact information may include:

- your name,
- telephone/mobile number
- email/ mailing address
- communication preferences.

### **4. How is your personal information collected?**

Whilst the majority of information you provide to us is mandatory, some of your personal data is provided to us on a voluntary basis. In order to comply with the UK General Data Protection Regulation, we will inform you whether you are required to provide certain child level information to us or if you have a choice in this. The types of data held are listed in Table 1 to this notice.

### **5. How we will use information about you**

We use the children's data to:

- Support children's learning monitor and report on children's progress, possibly involving other professionals.
- provide appropriate pastoral care

- assess the quality of our services comply with the law regarding data sharing

We do not share information about our children without consent unless the law and our policies allow us to do so. We share children's data with the Department for Education (DfE) on a statutory basis. This data sharing underpins the setting's funding and educational attainment policy and monitoring.

We will use information about you to:

- communicate with you about your child and the services you have contracted with us to provide
- issue invoices and notifications relating to fee changes
- issue notices about the nursery (e.g. closure notices, staff changes etc)
- if you have provided consent, notifications about other services offered by the nursery that you may be interested in (e.g. Club), details of events, and fund-raising efforts. You can withdraw your consent at any time.

## **6. Situations in which we will share your personal information**

We routinely share children's information with:

- Settings/schools that you have informed us about that your child attends, or may attend, after leaving us
- our local authority
- The Department for Education (DfE)
- other professional agencies such as health Visitor, GP, Early Years support specialists
- A small number of third-party suppliers, that are GDPR compliant, which we use to provide our services to you

In addition, we may share Personal Data under the following circumstances:

- If you receive government funding, the Nursery will share Personal Data with the funding provider
- As required by Court Order, law or regulation
- If the Nursery suspects child abuse and/ or neglect, it is the nursery's legal obligation to report these concerns to the relevant authorities in accordance with its policies and procedures and regulatory requirements
- If your child has special educational needs it may be necessary to share your child's data with outside agencies e.g. speech and language, physiotherapy, occupational therapy, or portage, **but we will seek separate consent from you at the time before sharing your, or your child's, data.**

We will never share your data with anyone for marketing purposes, nor do we permit our third-party suppliers to use your data for marketing purposes or any other use.

## **7. Data security**

We have put in place appropriate technical and operational measures as are required to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered, or disclosed.

In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions, for the purposes that we specify, and they are subject to a duty of confidentiality.

We have put in place procedures to record, investigate and address any suspected data security breach and will notify you and any applicable regulator of any confirmed breach where we are legally required to do so and/or where it has, or potentially has, affected your data.

## **8. Data retention**

We hold data relating to your children's attendance at our nursery for a maximum of five years after your child has left our provision.

Accident and safeguarding records will be retained until your child reaches the age of 25.

Data not required to be retained for this period will be securely disposed of when we no longer have a requirement to process it.

## **9. Your duty to inform us of changes**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

We will contact you to verify that the personal data we hold is correct from time to time.

## **10. Your rights in connection with personal information**

Under certain circumstances, the law grants you specific rights. These are summarised below. Please note that your rights may be limited and subject to restrictions in certain situations:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to, and/or seek additional information on, decisions being taken by automated means

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no legitimate reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please see contact details in section 15 below.

You can find out more about your rights at <https://ico.org.uk/your-data-matters/>

## **11. Right to withdraw consent**

In any circumstances where you have provided your consent to the collection, processing and transfer of your personal information or that of your child for a specific purpose, you have the right to withdraw your consent for that specific processing at any time.

To withdraw your consent, please contact the Nursery Finance and HR Manager ([dataprotection@sdn.org.uk](mailto:dataprotection@sdn.org.uk)). Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

## **12. Complaints to the ICO**

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance through the person listed in section 14.

You can also contact the Information Commissioner’s Office on 0303 123 1113 or at <https://ico.org.uk/your-data-matters/>

### 13. Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

### 14. Contacting the Nursery

If you have any questions about this privacy notice, please contact the Finance and HR Manager:

**Post to:** Sevenoaks Day Nursery CIO,  
Otford Road,  
Sevenoaks  
TN14 5DN

**Telephone:** 01732 460384

**Email to:** [dataprotection@sdn.org.uk](mailto:dataprotection@sdn.org.uk) or [trustees@sdn.org.uk](mailto:trustees@sdn.org.uk)

This notice was adopted by the Trustees of Sevenoaks Day Nursery CIO on 15<sup>th</sup> May, 2024.



Susan Dreksler  
Chair

**TABLE 1 – LIST OF PERSONAL DATA HELD BY THE NURSERY FOR EACH CHILD AND CARERS/GUARDIAN**

This table sets out those types of data that the Nursery routinely collects about all children. From time to time, we may also hold other types of personal data about them as is lawfully allowed to be held and/or processed.

Type of personal data	Lawful basis for holding this data	Purpose for processing
<b>Parent/Care Giver/Guardian</b>		
Full Name (including know aliases of carers)	Contract	To identify child and Parent/Care Giver/Guardian
Home/contact postal address	Contract	To contact and communicate with the Parent/Care Giver/Guardian when required
Personal Telephone number (Home and mobile)	Legitimate interest	To contact and communicate with the Parent/Care Giver/Guardian when required
Personal Email address(es)	Legitimate interest	To contact and communicate with, when applicable
Emergency contact details	Contract	To use as a contact in case of an emergency
Correspondence – written and electronic.	Contract	To provide dialogue between nursery and Parent/Care Giver/Guardian about your child or the services you have contracted with us to deliver
Correspondence – written and electronic.	Legitimate Interest / Consent	To provide information on events or complimentary services provide by the nursery that may be of interest to you
<b>Child</b>		
Date of birth and age	Legal obligation	To identify child and to support planning at an age-appropriate level
Details of next of kin	Contract / Vital Interests	To contact in case of an emergency
Doctors name and surgery details	Vital Interests	To contact in case of a medical emergency
Medical information, including reasons for absence and medical reports and notes	Consent / Vital Interests	To administer medication or monitor health
	Legal obligation	To record accidents on the premises
	Legal obligation	To record signs on the child's body of potential injury incurred outside the Nursery under safeguarding obligations
Records of accidents/incidents that occur in the Nursery	Legal obligation	Safeguarding and record keeping
Records of the child's physical and emotional development over time	Legal obligation	To monitor the child's progress and plan activities
Special educational needs and disorders	Legal obligation	To provide appropriate pastoral care and for planning
Attendance records	Legal obligation	Safeguarding and record keeping
	Contract	For invoicing you for the services you have contracted for



Type of personal data	Lawful basis for holding this data	Purpose for processing
Images of the child taking part in activities in the Nursery	Contract / Legal Obligation  Consent	To record evidence of the child's learning, and development or for displays within the setting.  To take pictures of your child as supporting evidence