



## **Bridgwater & Taunton College Childcare Centre Privacy Notice**

At Bridgwater & Taunton College Childcare Centre we promise to keep your data safe and private and only use your personal information to manage your account and provide tailored care to your child.

Your privacy is protected by law and the UK General Data Protection Regulation (UK GDPR) which says that we are allowed to use personal information only if we have a proper reason to do so. This includes sharing outside of Bridgwater & Taunton College. The law says we must have one of more of these reasons:

- To fulfil a contract we have with you
- When it is our legal duty
- When it is in our legitimate interest
- When you consent to it

A legitimate interest is when we have a business or commercial reason to use your information. But even then, it must not unfairly go against what is right and best for you. If we rely on our legitimate interest, we will tell you what that is.

From time to time, we will need to contact you, via letter, phone, email or ParentZone to provide you with nursery updates, share relevant news or send your monthly invoices.

### **The categories of information that we collect, hold and share include:**

- Child's personal information (such as name, date of birth and address)
- Child's characteristics (such as gender, ethnicity, language, nationality, country of birth and funding eligibility)
- Child's attendance information (such as sessions attended, number of absences and absence reasons)
- Child's relevant medical information, details of any accidents / incidents / existing injuries
- Child's Special Educational Needs information
- Child's assessment information / photos
- Birth certificate for funding for children and funding information and details
- Relevant documentation for child protection and safeguarding concerns
- Emergency contact details, including a photo of adults that would be collecting the child
- CCTV Recordings in the Childcare Centre

### **Why we collect and use this information**

- to support children's learning
- to monitor and report on their progress
- to provide appropriate care
- to assess the quality of our services
- to comply with the law regarding data sharing

- to comply with the statutory requirements of the EYFS and Ofsted
- to ensure children can access their Early Years Entitlement 2
- to ensure children's health, safety and wellbeing

### **The lawful basis on which we use this information**

We collect and use children's information under the Statutory Framework for the Early Years Foundation Stage (given legal force by the Childcare Act 2006), The Limitation Act 1980. By completing and signing the Childcare Centre registration form you are giving consent for us to process yours and your child's personal data for the specific purposes of being part of Bridgwater & Taunton College Childcare Centre.

The processing of the information you have provided about yourself and your child is necessary for the contract you have completed in the registration form. We have a legal obligation to process the information provided to comply with the law. We collect and use child information under GDPR Article 6, 1b, 1c and 1f, as well as Article 9, 2a and 2c.

### **Collecting Children's Information**

Whilst the majority of children's information you provide to us is mandatory, some of it 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 information to us or if you have a choice in this.

Data will be collected via your registration form and parent contract, as well as through a selection of introduction forms when your child begins the nursery. You may also be asked to sign local authority forms, such as funding consent.

### **Storing children's data**

We hold children's data such as their registration details, accidents and medication forms etc. until each child has reached the age of 21.

### **Who we share children's information with**

We routinely share pupil information with:

- Department for Education (DfE)
- Schools that the children attend after leaving us
- Other providers that children attend
- Our local authority - Somerset County Council
- Ofsted
- Multi agency professionals working with individual children
- Health Visitors
- Social Workers
- Inclusion teams, SEN funding team, Area SENCO's
- Local Children's Safeguarding Board / LADO

We do not share information about our children with anyone without consent unless the law and our policies allow us to do so.

### **Requesting access to your personal data**

Under data protection legislation, parents have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational records, contact the Childcare Centre Manager or the Bridgwater & Taunton College Data Protection Officer at [dpo@btc.ac.uk](mailto:dpo@btc.ac.uk)

You also have the right to:

- 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 decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>

### **Right to Erasure 'right to be forgotten'**

Under Article 17 of the UK GDPR individuals have the right to have personal data erased. This is also known as the 'right to be forgotten'. The right is not absolute and only applies in certain circumstances. Whilst a child still attends Bridgwater & Taunton College Childcare Centre, the right may not be exercised, as the personal data is still necessary for the purpose for which we originally collected it for.

### **Authorised third party - Connect Childcare**

We use an authorised third-party to provide our services. They are not permitted to use information we share with them for any other purpose.

We use Connect Childcare to assist us in processing your personal information, and we require them to comply with our Privacy Policy and any other appropriate confidentiality and security measures.

Your personal data will be input into the Connect Childcare system, which helps us manage our Childcare Centre. Your data is held in secure data centres hosted by Memset and Amazon Web Services and can only be accessed by authorised personnel.

### **Changes**

We may change this Privacy Notice at any time. The most recent version of the Privacy Notice is reflected by the modification date located at the bottom. All updates and amendments are effective immediately upon notice, which we may give by any means, including, but not limited to, by posting a revised version of this Privacy Notice or other notice on the nursery website.

### **Questions & Concerns**

Please email us at [dpo@btc.ac.uk](mailto:dpo@btc.ac.uk) if you have any questions about the privacy or accuracy of your information. If you have a question or complaint about this Privacy Notice or our information collection practices, please contact us at [dpo@btc.ac.uk](mailto:dpo@btc.ac.uk) contact the Childcare Centre Manager or write to us at the address listed below. We will investigate the matter and are committed to resolving any privacy concerns that you may have.

Bridgwater & Taunton College Childcare Centre Bath Road Bridgwater Somerset TA6 4XY

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