**Rydal Day Nursery Registration Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Child's Legal Name |  | | |
| Name used |  | | |
| Date of birth |  | Gender | Male / Female |

**Parent/Guardian Details**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Parent/carer 1 - Mother: Father: Other: (Emergency contact 1) | | | | | | | | | | | | | | | | | | | | Parent/carer 2 - Mother: Father: Other: (Emergency contact 2) | | | | | | | | | | | | | | | | | | | |
| Name: | | | | | | | | | | | | | | | | | | | | Name: | | | | | | | | | | | | | | | | | | | |
| Address:  Post code: | | | | | | | | | | | | | | | | | | | | Address:  Post code: | | | | | | | | | | | | | | | | | | | |
| Home number: | | | | | | | | | | | | | | | | | | | | Home number: | | | | | | | | | | | | | | | | | | | |
| Mobile number: | | | | | | | | | | | | | | | | | | | | Mobile number: | | | | | | | | | | | | | | | | | | | |
| Work number:  Occupation: | | | | | | | | | | | | | | | | | | | | Work number:  Occupation: | | | | | | | | | | | | | | | | | | | |
| E-mail address: | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  | E-mail address: | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Do you have parental responsibility: Yes / No | | | | | | | | | | | | | | | | | | | | Do you have parental responsibility: Yes / No | | | | | | | | | | | | | | | | | | | |
| With whom does your child reside (please circle): both parents Mother Father Other | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Which **ONE** email address should we use for invoicing (please circle): Contact 1 contact 2 Other  (Please specify)   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Email address to use for ParentMail™ correspondence (please circle): Contact 1 Contact 2 Other | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

If your child is unwell, we request that you make arrangements to collect them within 20 minutes of being contacted.

|  |  |  |  |
| --- | --- | --- | --- |
| **If we are unable to contact you and your child is unwell, we will call your emergency contacts and ask them to collect your child.**  **We will ask them to present us with identification when they arrive at nursery.** | | | |
| Contact 3 Name: |  | Contact 4 Name: |  |
| Mobile number: |  | Mobile number: |  |
| Home number: |  | Home number: |  |
| Relationship to the child. |  | Relationship to the child. |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OFFICE USE ONLY**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Confirmation email** |  | **Ind fee requested?** |  | **Key person** |  | **Hours confirmed** |  |
| **Entered on NM** |  | **Ind fee paid (date)** | **/ /** | **Class** |  | **HV confirmed** |  |
| **Funding (details)** |  | **Holding fee paid (date)** | **/ /** | **TW to JT move up** |  | **Contract sent** |  |
| **Reg form scanned** |  | **Fees paid via** |  | **JT to PS move up** |  | **Added to ParentMail** |  |

**Medical Details – please continue on another sheet if necessary.**

|  |  |
| --- | --- |
| **Doctors name** |  |
| Telephone number |  |

|  |
| --- |
| **Health visitor’s name: Contact number:** |
|  |
| **Are there any professionals involved with your child? Yes / No**  **(e.g. Speech and Language or physio therapist, dietician etc.)** |
| Professionals name: Contact number: |
| **Does your family have social care support or involvement? Yes / No** |
| Social workers name: Contact number: |
| What is the reason for the involvement of the social care department with your family? |

|  |
| --- |
| Since birth has your child ever been hospitalised? |

|  |
| --- |
| Does your child have any allergies or special dietary needs?  (vegan, vegetarian etc. or for religious reasons) |

|  |
| --- |
| Does your child have any health/medical needs?  (asthma, eczema, constipation etc.) |

|  |
| --- |
| Does your child have any specific needs or a disability?  Is your child in receipt of DLA (disability living allowance): Yes / No |

|  |
| --- |
| Will your child need any additional support in our setting?  (We will spend additional time with you to discuss and plan how we can and will support your child.)  Is your child in receipt of TUF (top up funding): Yes / No |

**Other information about your child**

|  |
| --- |
| Any Siblings: |
| Name: Age: |
| Name: Age: |
| Name: Age: |
| Do you know anyone who attends Rydal? |
| Does your child attend other settings? |

|  |
| --- |
| What language(s) is/are spoken at home |
| Please state your families / child’s religion? |
| Do you celebrate any festivals or special occasions?  (if yes, can you support us with sharing these with all our nursery children) |

|  |
| --- |
| Please share with us other information, is it important for us to know about your child?  For example, an imminent house-move, change in family circumstances, what they like or what fears they may have, any special words they use, or what comforter they may need and when. All information is held in strictest confidence as documented in our policy. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ethnic Background of your child (this information is collected for North Somerset): | | | | | |
| White British WBRI |  | Kosovan |  | Any other black background |  |
| White Irish WIRI |  | Serbian |  | Pakistani APKN |  |
| Traveller of Irish heritage |  | Turkish/Turkish Cypriot |  | Bangladeshi ABAN |  |
| Roma/Roma Gypsy WROM |  | White eastern European |  | Indian AIND |  |
| Polish |  | Other white Background WOTH |  | White and Asian MWAS |  |
| Any other mixed background |  | White/black Caribbean MWBC |  | Any other Asian background AOTH |  |
| Greek/Greek Cypriot |  | Black Caribbean BCRB |  | Any other black background |  |
| Any other mixed background |  | White/black African MWBA |  | Chinese CHNE |  |
| White western European |  | Black-African BAFR |  | Any other ethnic group |  |

**Sessions**

|  |  |
| --- | --- |
| **When would you like your child to start?** |  |

**Please indicate which sessions you would like to request**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Breakfast Club  8.00-8.30 |  |  |  |  |  |
| Morning, core session,  8.30 – 12.00 |  |  |  |  |  |
| Lunch time  12.00 – 1.00 |  |  |  |  |  |
| Afternoon, core session,  1.00 – 4.30 |  |  |  |  |  |
| Tea time  4.30 – 5.30 |  |  |  |  |  |
| Tea time extended,  4.30 – 6.00 |  |  |  |  | Not available on Fridays |

**Funding**

|  |  |
| --- | --- |
| **Are you in receipt of 0 to 2 year-old funding?** |  |
| **When is your child eligible for a Government funded place:**  **(This is the start of the term after they turn 3)** |  |
| **Do you have a 30 hours funding code?** |  |

**Below are our brief Terms and Conditions of Attendance:**

**(Please ensure you read the full version before signing your Parental Contract)**

1. **Payments are due one** **calendar month** **in advance, and by the 1st of month** **being invoiced.**
2. Late payment will result in interest being charged at **5% per calendar month.**
3. After two months we will pass on your debit to our debt management service, Kings Ransom.
4. Rydal will seek to recover all costs and expenses incurred in the collection of any debt.
5. The Terms and Conditions of Business are set out in the Parental Contract.
6. **Six weeks’ notice in writing** is necessary to terminate/amend sessions.
7. A fee of £5 is charged if your child is collected late on 2 or more occasions per half term.
8. Fees are reviewed annually and are subject to change.
9. 0-2 Year-old Funded children will move to 3 Year Old Funding charges when they are eligible.
10. Failure to re-confirm your 30 hours funding code will result in full session fees being charged.
11. GDPR doesn’t prohibit the collection/sharing of information, please read our Privacy Notice.
12. The nursery cannot undertake the care of sick/unwell children.
13. If your child becomes unwell you are expected to collect your child within 20 minutes.
14. Children suffering from any infectious disease/illness may be refused admittance for 48hours.
15. Please inform Rydal if your child will be late or absent from nursery.
16. After 3 weeks of absence due to holidays/family days any funded session will be charged at full price.

To register your child, please return this form to Rydal Day Nursery enclosing your £50 Registration fee (non-refundable) and the required holding fee, please refer to our fees literature for details. Cheques to be made payable to Rydal Day Nursery Ltd or for BACS payments, phone for our bank details.

**Parents signature:**

**Parent 1 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Parent 2 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Consent**

**Child's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| I consent for the staff to administer emergency first aid and, if necessary, take my child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that I/have been informed and are on my/our way to the hospital. (We will only transport your child to hospital in an ambulance). | | | |
| Parent 1 signature |  | Print name |  |
| Parent 2 signature |  | Print name |  |
| Date |  | On behalf of Rydal |  |

**Please indicate your consent to the follow:**

|  |  |
| --- | --- |
| I/We authorise employees of Rydal Day Nursery to apply sun cream at lunch time, when my child is attending for a full day. If I do not send my child to nursery with sun cream, I understand that Rydal staff will use sun cream that Rydal has in stock. We will not hold Rydal Day Nursery or its employees accountable for any adverse reactions to sun creams. | Yes / No |
| I/We consent to employees at Rydal Day Nursery to change my child’s nappy / pants if they are wet or soiled and we will provide the nappies/ pull ups and a change of clothes. | Yes / No |
| I /We consent to staff at Rydal Day Nursery using Asda wet wipes on my child if required. | Yes / No |
| I/We give consent for employees of Rydal Day Nursery to apply cream to my child when changing their nappy. (Cream must be provided) | Yes / No |
| I/We consent for employees of Rydal Day Nursery to change my child’s clothes if wet/ dirty or due to weather conditions. | Yes / No |
| I/ We consent to Rydal providing alternative food and drinks should a child have an allergy or medical condition. (All alternatives will be agreed and documented with the parents prior to the child starting with us) We will not provide alternatives for preferences. | Yes / No |
| I /We consent to Rydal Day Nursery using photographs of my child in local papers, our own website, Facebook page to celebrate Rydal events. | Yes / No |
| I /We consent to Rydal Day Nursery using photographs of my child in their learning diaries and for staff's professional development. | Yes / No |
| I/We give consent for my child to participate in visits to Winash Residential Home and for Winash staff to take photographs to share with families or face book. They will always be accompanied and the responsibility of Rydal Day Nursery staff. | Yes / No |
| I / We agree that my child may participate in nursery outings. I/We understand that our further consent will be requested for major outings. | Yes / No |
| I / We authorise Rydal Day Nursery Ltd staff to take full responsibility for my child while being accompanied by staff on an outing. | Yes / No |
| I/We give Senior staff members permission to administer Calpol to my child. I understand that I will always be contacted prior to the Calpol being given on each occasion. | Yes / No |
| I/We understand Rydal staff will administer medication prescribed by a doctor or dentist, 48 hours after your child has first started taking them. A medication administration form must be completed in full on the day you wish the medication to be administered. Medication must be clearly labelled with your child’s name and in date. | Yes / No |
| I/We consent to Rydal Day Nursery holding information about our family and these are stored in paper form and on computers in accordance with the GDPR Act 2018 (Data Protection Act) | Yes / No |

|  |  |  |  |
| --- | --- | --- | --- |
| Parent/guardian 1 Name |  | Parent/guardian 2 Name |  |
| Parent/guardian 1 Signature |  | Parent/guardian 2 Signature |  |
| Date |  | Date |  |

Please also complete the Parent's Statement, overleaf

**Parent's statement**

**Child's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please indicate your agreement to the following:**

|  |  |
| --- | --- |
| **I/We agree to apply sun cream to my child that will last for at least four hours** after arrival at the nursery and will not hold Rydal Day Nursery and its employees responsible for any liability arising from reasonable exposure to the sun. If you do not agree with this statement, please inform Rydal Day Nursery in writing prior to your child starting. | Yes / No |
| I/We understand that Rydal Day Nursery will except no responsibility for loss or damage to a child's belongings and items. | Yes / No |
| I/We have declared all/any allergies or skin conditions relating to my child on the medical page of the registration form. | Yes / No |
| I/We will provide nappy rash cream for my child and we will have the cream labelled with my child's name. | Yes / No |
| If I/We accompany my child on an outing I will take full responsibility for my child. | Yes / No |
| I / We agree that my child is fit to participate in outings and such activities. | Yes / No |
| I/We will notify Rydal via e-mail/phone regarding our child's absence including holiday, days out or illness (including if they will be in late) | Yes / No |
| I/We agree for Rydal to use my above email address to send me important correspondence about what is happening at Rydal via Parent Mail. Please note, if you do not agree, you may miss some information. If you would like more information, please ask. | Yes / No |
| I/We will not bring my child to nursery if they are ill and they have been given Calpol prior to their session starting. | Yes / No |
| I/We have read and understand the attached Privacy Notice (please retain this notice for future reference) | Yes / No |

|  |  |  |  |
| --- | --- | --- | --- |
| Parent/guardian 1 Name |  | Parent/guardian 2 Name |  |
| Parent/guardian 1 Signature |  | Parent/guardian 2 Signature |  |
| Date |  | Date |  |

Rydal Day Nursery Privacy Notice

**WHAT IS THE PURPOSE OF THIS DOCUMENT?**

Rydal Day Nursery (“the Nursery” or “we”) is committed to protecting the privacy and security of your personal information. This privacy notice describes how the Nursery collects and uses personal information about employees of the Nursery (“Employees”), children attending the Nursery (“Child” or “Children”) and the parents of the Children (“Parents”) (known collectively as “You” or “Your”), in accordance with the General Data Protection Regulation (GDPR).

Rydal Day Nursery is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about You. We are required under data protection legislation to notify You of the information contained in this privacy notice.

This notice applies to Employees, Children and Parents. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide You with an updated copy of this notice as soon as reasonably practical.

It is important that Employees and Parents read and retain this notice, 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 and what Your rights are under the data protection legislation.

**GENERAL DATA PROTECTION PRINCIPLES**  

We will comply with data protection law. This says that the personal information we hold about You must be:

1. Used lawfully, fairly and in a transparent way.

2. Collected only for valid purposes that we have clearly explained to You and not used in any way that is incompatible with those purposes.

3. Relevant to the purposes we have told You about and limited only to those purposes.

4. Accurate and kept up to date.

5. Kept only as long as necessary for the purposes we have told You about.

6. Kept securely.

**THE KIND OF INFORMATION WE HOLD ABOUT YOU**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data) or data that you have made public.

There are “special categories” of more sensitive personal data which require a higher level of protection, such as information about a person’s health or sexual orientation.

**Employees:**

We will collect, store, and use the following categories of personal information about Employees:

* Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
* Date of birth.
* Gender.
* Marital status and dependants.
* Next of kin and emergency contact information.
* National Insurance number.
* Bank account details, payroll records and tax status information.
* Salary, annual leave, pension and benefits information.
* Start date and, if different, the date of an Employee’s continuous employment.
* Location of employment or workplace.
* Copy of driving licence (where applicable).
* Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process).
* Employment records (including job titles, work history, working hours, holidays, training records and professional memberships).
* Personnel files and training records including performance information, disciplinary and grievance information, and working time records.
* Information about your use of our information and communications systems.
* Records of any reportable death, injury, disease or dangerous occurrence.

We may also collect, store and use the following “special categories” of more sensitive personal information:

* Information about an Employee’s race or ethnicity.
* Information about an Employee’s health, including any medical condition, accident, health and sickness records, including:
  + where an Employee leaves employment and under any share plan operated by a group company the reason for leaving is determined to be ill-health, injury or disability, the records relating to that decision;
  + details of any absences (other than holidays) from work including time on statutory parental leave and sick leave; and
  + where an Employee leaves employment and the reason for leaving is related to their health, information about that condition needed for pensions and permanent health insurance purposes.

**Children:**

We will collect, store, and use the following categories of personal information about Children:

* Name, Date of birth and Home address
* Dietary requirements
* Attendance information
* Photographs and video clips of the Child to signpost Children to where their belongings are stored at the Nursery that they attend, and also for general display purposes
* Emergency contact should Parents be unavailable and the emergency contact’s contact details
* Record book for each Child containing the work of the Child whilst at the Nursery, observations about the Child’s development whilst at the Nursery from Employees of the Nursery, specific examples of the Child’s progress, photographs demonstrating the Child’s development whilst at the Nursery, and personal details of the Child (e.g. their date of birth) (“Progress Report”)
* Records relating to individual Children e.g. care plans, common assessment frameworks, speech and language referral forms
* Accidents and pre-existing injuries forms
* Records of any reportable death, injury, disease or dangerous occurrence
* Observation, planning and assessment records of Children

We may also collect, store and use the following “special categories” of more sensitive personal information:

* Information about a Child’s race or ethnicity, spoken language and nationality.
* Information about a Child’s health, including any medical condition, health and sickness records.
* Information about a Child’s accident or incident reports including reports of pre-existing injuries.
* Information about a Child’s incident forms / child protection referral forms / child protection case details / reports.

**Parents:**

We will collect, store, and use the following categories of personal information about Parents:

* Name
* Home address
* Telephone numbers, and personal email addresses.
* National Insurance number.
* Bank account details.

We may also collect, store and use the following “special categories” of more sensitive personal information:

* Information about a Parent’s race or ethnicity, spoken language and nationality.
* Conversations with Parents where Employees of the Nursery deem it relevant to the prevention of radicalisation or other aspects of the governments Prevent strategy.

**HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

**Employees:**

We collect personal information about Employees through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies. We will collect additional personal information in the course of job-related activities throughout the period of when an Employee works for us.

**Children and Parents:**

We collect personal information about Children and Parents from when the initial enquiry is made by the Parents, through the registration and enrolment process and until the Children stop using the Nursery’s services.

**HOW WE WILL USE INFORMATION ABOUT YOU**

We will only use Your personal information when the law allows us to. Most commonly, we will use Your personal information in the following circumstances:

1. Where we need to perform the contract we have entered into with You.

2. Where we need to comply with a legal obligation.

3. Where it is necessary for our legitimate interests (or those of a third party) and Your interests and fundamental rights do not override those interests.

We may also use Your personal information in the following situations, which are likely to be rare:

1. Where we need to protect Your interests (or someone else’s interests).

**Situations in which we will use Employee personal information**

We need all the categories of information in the list above (see Employee section within the [Paragraph](file:///C:\Users\Claire\Dropbox\Master%20Copies\Operational%20plan%202019\NDNA%20policy%20examples.doc#co_anchor_a486023_1) entitled ‘The Kind of Information We Hold About You’) primarily to allow us to perform our contracts with Employees and to enable us to comply with legal obligations. The situations in which we will process Employee personal information are listed below.

* Making a decision about an Employee’s recruitment or appointment.
* Checking an Employee is legally entitled to work in the UK. Paying an Employee and, if an Employee is an Employee or deemed Employee for tax purposes, deducting tax and National Insurance contributions (NICs).
* Providing any Employee benefits to Employees.
* Enrolling you in a pension arrangement in accordance with our statutory automatic enrolment duties.
* Liaising with the trustees or managers of a pension arrangement operated by a group company, your pension provider and any other provider of employee benefits.
* Administering the contract we have entered into with an Employee.
* Conducting performance and/or salary reviews, managing performance and determining performance requirements.
* Assessing qualifications for a particular job or task, including decisions about promotions.
* Gathering evidence for possible grievance or disciplinary hearings.
* Making decisions about an Employee’s continued employment, engagement.
* Making arrangements for the termination of our working relationship.
* Education, training and development requirements.
* Dealing with legal disputes involving Employees, including accidents at work.
* Ascertaining an Employee’s fitness to work.
* Managing sickness absence.
* Complying with health and safety obligations.
* To prevent fraud.
* To monitor your use of our information and communication systems to ensure compliance with our IT policies.
* To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
* Equal opportunities monitoring.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of an Employee’s personal information.

**Situations in which the Nursery will use personal information of Children**

We need all the categories of information in the list above (see Children section within the Paragraph entitled ‘The Kind of Information We Hold About You’) primarily to allow us to perform our obligations (including our legal obligations to Children. The situations in which we will process personal information of Children are listed below.

* Upon consent from the Parents, Personal Data of Children will be shared with schools for progression into the next stage of their education.
* Personal information of Children will be shared with local authorities without the consent of Parents where there is a situation where child protection is necessary.
* The personal information of Children will be shared with local authorities with the consent of Parents for funding purposes.
* Ofsted will be allowed access to the Nursery’s systems to review child protection records.
* To ensure we meet the needs of the Children
* To enable the appropriate funding to be received
* Report on a Child’s progress whilst with the Nursery
* To check safeguarding records
* To check complaint records
* To check attendance patterns are recorded
* When a Child’s Progress Report is given to its Parent in order for that Parent to pass the same Progress Report to a school for application or enrolment purposes

**Situations in which the Nursery will use personal information of Parents**

We need all the categories of information in the list above (see Parents section within the Paragraph entitled ‘The Kind of Information we Hold About You’) primarily to allow us to perform our contracts with Parents and to enable us to comply with legal obligations. The situations in which we will process personal information of Parents are listed below.

* The personal information of Parents will be shared with local authorities with the consent of Parents for funding purposes.
* To report on a Child’s attendance
* To be able to contact a Parent or a Child’s emergency contact about their Child
* To ensure nursery fees are paid

**If Employees and Parents fail to provide personal information**

If Employees and Parents fail to provide certain information when requested, we may not be able to perform the respective contracts we have entered into with Employees and Parents, or we may be prevented from complying with our respective legal obligations to Employees, Children and Parents.

**Change of purpose**

We will only use Your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use Your personal information for an unrelated purpose, we will notify the Employee, Child or Parent, as is appropriate in the circumstances, and we will explain the legal basis which allows us to do so.

Please note that we may process an Employee’s, a Child’s or a Parent’s personal information without their respective knowledge or consent, as relevant to the circumstances, in compliance with the above rules, where this is required or permitted by law.

**HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION**

“Special categories” of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances:

* In limited circumstances, with Employee or Parent explicit written consent.
* Where we need to carry out our legal obligations or exercise rights in connection with Employee employment.
* Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our occupational pension scheme.
* Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect an Employee, a Child or a Parents’ interests (or someone else’s interests) and the Employee, Child or Parent as is appropriate is not capable of giving consent, or where the Employee or Parent has already made the information public.

**The Nursery’s obligations as an employer**

We will use particularly sensitive personal information of Employees in the following ways:

* We will use information relating to leaves of absence, which may include sickness absence or family related leaves, to comply with employment and other laws.
* We will use information about the physical or mental health of an Employee, or their disability status, to ensure Employee health and safety in the workplace and to assess the fitness of Employees to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits including statutory maternity pay, statutory sick pay, pensions and permanent health insurance.
* We will use information about an Employee’s race or national or ethnic origin, religious, philosophical or moral beliefs, or an Employee’s sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

**Do we need Employee consent?**

We do not need the consent of Employees if we use special categories of personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach Employees for their written consent to allow us to process certain particularly sensitive data. If we do so, we will provide Employees with full details of the information that we would like and the reason we need it, so that Employees can carefully consider whether they wish to consent. Employees should be aware that it is not a condition of their contract with the nursery that they agree to any request for consent from us.

**INFORMATION ABOUT CRIMINAL CONVICTIONS**

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.

Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect the interests of You (or someone else’s interests) and You are not capable of giving your consent, or where an Employee or a Parent, as is relevant to the circumstances, has already made the information public.

We envisage that we will hold information about criminal convictions. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so, which includes but is not limited to Disclosure and Barring Service (“DBS”) checks. Where appropriate, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of you working for us. We will use information about criminal convictions and offences in the following ways:

* To conduct a DBS check on each Employee, to record the date of the DBS check, the number of the DBS check and the name of the body conducting the DBS check.

We are allowed to use your personal information in this way to carry out our obligations. We have in place an appropriate policy and safeguards which we are required by law to maintain when processing such data.

**AUTOMATED DECISION-MAKING** - We do not use automated decision-making processes.

**DATA SHARING**

We may have to share Employee, Child or Parent data with third parties, including third-party service providers and other entities in the group. We require third parties to respect the security of Your data and to treat it in accordance with the law.

**Why might the Nursery share Employee, Child or Parent personal information with third parties?**

We will share Your personal information with third parties where required by law, where it is necessary to administer the working relationship with You or where we have another legitimate interest in doing so.

**Which third-party service providers process my personal information?**

”Third parties” includes third-party service providers (including contractors and designated agents), local authorities, regulatory bodies, schools and other entities. The following third-party service providers process personal information about you for the following purposes:

* Local Authorities – for funding and monitoring reasons (e.g. equal opportunities and uptake of funded hours)
* Regulatory bodies – for ensuring compliance and the safety and welfare of the children
* Schools – to provide a successful transition by ensuring information about the child’s progress and current level of development and interests are shared

We will share personal data regarding your participation in any pension arrangement operated by a group company with the trustees or scheme managers of the arrangement in connection with the administration of the arrangements.

**How secure is my information with third-party service providers and other entities in our group?**

All our third-party service providers are required to take appropriate security measures to protect Your personal information in line with our policies. We do not allow our third-party service providers to use Your personal data for their own purposes. We only permit them to process Your personal data for specified purposes and in accordance with our instructions.

**What about other third parties?**

We may share Your personal information with other third parties, for example in the context of the possible sale or restructuring of the business. In this situation we will, so far as possible, share anonymised data with the other parties before the transaction completes. Once the transaction is completed, we will share Your personal data with the other parties if and to the extent required under the terms of the transaction. We may also need to share Your personal information with a regulator or to otherwise comply with the law.

**DATA RETENTION**

**How long will you use my information for?**

We will only retain Your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our retention policy which is available from the manager. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of Your personal data, the purposes for which we process Your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise Your personal information so that it can no longer be associated with You, in which case we may use such information without further notice to You. Once you are no longer an Employee, or a Child benefiting from the Nursery’s services or a Parent, as is appropriate, we will retain and securely destroy your personal information in accordance with our data retention policy and applicable laws and regulations.

**RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

**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.

**Your rights in connection with personal information**

Under certain circumstances, by law You have the right to:

* **Request access** to Your personal information (commonly known as a “data subject access request”). This enables You to receive a copy of 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 good 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 a reason 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 Employees or Parents, as is appropriate, 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 contact the manager in writing. In most cases, You will not have to pay a fee to access Your personal information (or to exercise any of the other rights).

**What we may need from You**

We may need to request specific information from You to help us confirm your identity and ensure Your right to access the information (or to exercise any of Your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

**RIGHT TO WITHDRAW CONSENT**

In the limited circumstances where You may have provided Your consent to the collection, processing and transfer of Your personal information 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 Manager. 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.

**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.

**If you have any questions about this privacy notice or to make a data access subject request, please contact our Data Controller, Heather House, Rydal Day Nursery, 11 Albert Road, Clevedon, BS21 7RP.**

OFFICE USE ONLY

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| --- | --- |
| Notes: | |
| Phone call/email made |  |
| Home visit |  |
| 1st Settling session |  |
| 2nd Settling session |  |
| Extra settling (if needed) |  |
| 1st Full session |  |
| 6 week review booked |  |
| Comments |  |