

Privacy Notice (GDPR) 2023

What we need

Burmantofts Community Nursery requires your personal family data. We will only collect basic personal data about you and your family, which does not include any special types of information. This basic data will include name's, addresses, date of birth's, email, national insurance number's, etc.

Why we need it

We need to know your personal family data for a number of reasons

- so we can make contact with yourselves.
- so we are able to make the appropriate child care claims on your behalf (Leeds City Council/College).
- so we can get in contact with any outside agency we feel we need to contact to better support you, your family and your child, who is in our care.
- so we can pass on details of your child's development to relevant outside agencies (school)

We will not collect any personal data from you which we do not need to know.

What we do with it

All the personal data we process is processed by our staff however for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No 3rd parties have access to your personal data unless the law allows them to do so.

How long we keep it

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years. However along with other personal data, this will be kept with us indefinitely or until you notify us that you no longer wish us to use this information.

What we would also like to do with it

We would like to use your name and email address to inform you of any future events we may hold.

In line with Ofsted requirements, we are instructed to complete individual children's profiles. This profile will have your child's name and date of birth written upon them and the work inside will talk about your child's development and achievements. This file is kept out on display within your child's base room for all to see and access, because it is a working document which we share with your child and contribute to as a team. This document will not be locked away at any point.

ico (Information Commissioners Office)

Burmantofts Community Nursery is registered with the ico with an annual charge being paid for continuous registration.

CHILDS NAME _____

PARENT/CARER NAME _____

PARENT/CARER SIGNATURE _____

DATE _____