

The TEC Partnership – Little Stars Day Nursery Privacy Statement 2019/20

Why do we collect personal information?

The TEC Partnership, of which Little Stars Day Nursery is part of, collects and processes personal data relating to its children and parent/carers to effectively manage learning and development and to meet its statutory obligations in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (DPA 2018). The TEC Partnership is committed to being transparent about how and why it collects and uses that data and to meeting its data protection obligations.

The TEC Partnership consists of: - Grimsby Institute, University Centre Grimsby, Little Stars Day Nursery, Skegness TEC, Scarborough TEC, Career 6, The Academy Grimsby, Learning Centres, NET and Modal.

What personal information does the organisation collect?

The TEC Partnership collects and processes data using Article 6, Lawfulness of processing and Article 9, Processing of special categories of personal data as part of the GDPR Regulations:

1. The Partnership has a legitimate interest to process enquiries and applications and to keep in touch with these potential clients
2. The data collected as part of the enrolment process is to meet the organisations legal and contractual obligations
3. We collect parent/carers details in order to meet our public duty to support education, learning and care needs as fully as possible
4. The data collected relating to health care and Special Educational Needs is to meet the organisations legal obligations
5. We collect emergency contacts details (Vital Interests)
6. The data collected as part of the visits and trips process is to meet the organisations legal obligations
7. We collect doctors and health visitor's information
8. We use CCTV for the security and safety of the children, students, staff and visitors.
9. Where the personal data collected requires your consent we will provide you with the reasons why the data is being collected and how the data will be used

How is the personal information collected and stored?

Most of the personal information collected about children and parents/carers is directly from when the initial enquiry is made by the parents/carers through to the enrolment process and until the children stop using the Nursery's services.

Data will be stored in a range of different places, including 'Childsplay Manager' system, paper records stored in secure places, or as electronic documents within a secure network.

How long will you keep the data for?

Data will be held as long as is necessary to fulfil our duty as a Childcare Provider and an FE College.

- All data collected and processed will be held for as long as we are legally required to do so, currently until at least 31st July 2039
- If your application form is not processed, it will be held for 3 months from the date the application form is signed at which point it will be securely deleted
- Data relating to visits and trips is held for 3 years following the academic year in which you apply (currently until July 2023)

Who has access to data?

Information is shared internally with any Nursery and TEC Partnership staff who need access to the data to provide services to your child or you as a family.

The TEC Partnership shares data with organisations to fulfil its contractual and legal obligations such as:

- Ofsted
- Government departments such as the Department for Education
- Census information
- Local Authorities
- Healthcare, social and welfare organisations
- Police

Where the TEC Partnership engages non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions, under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. This will only take place where the law allows it and the sharing is in compliance with GDPR legislation.

What rights do you have?

As a data subject, you have a number of rights. You can:

- Obtain a copy of your data on request;
- Require the organisation to change incorrect or incomplete data;
- Request for your personal data to be deleted, for example, where you believe the data is no longer necessary;
- Stop your data being processed, for example, withdrawing your consent;
- Object to the processing of your data, for example, how your data is being used;

Requests should be sent to the Data Protection Officer – dpo@grimsby.ac.uk

If you are not satisfied with how The TEC Partnership is processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights from the Information Commissioner's website at www.ico.org.uk