



General Data Protection Regulation

On May 25, 2018, the most significant piece of European data protection legislation to be introduced in 20 years will come into force when the EU's General Data Protection Regulation (GDPR) replaces the 1998 Data Protection Act. We know that preparing for this regulatory change is a priority for many of our customers and it is equally a priority for us. That is why we are already busy making Toad Hall fully GDPR compliant. Therefore, please see below our Privacy Notice.

Privacy Notice

1. Introduction

Toad Hall Day Nursery Ltd provides childcare for children aged 0–5 years. At Toad Hall the privacy and security of our parents, children, staff and visitors are of paramount importance. Toad Hall is committed to protecting the data you share with us. This privacy notice explains how Toad Hall processes information that can be used to directly or indirectly identify an individual (“Personal Data”) collected through use of our application forms, child information forms, holiday forms, change of hours forms, Blossom Educational App, surveys, general forms whilst your child is with us and our website.

Any information collected and stored at Toad Hall is treated as confidential. All information is stored securely and is accessed by authorized personnel only. Toad Hall implements and maintains appropriate technical, security and organisational measures to protect Personal Data against unauthorized or unlawful processing and use, and against accidental loss, destruction, damage, theft or disclosure.

2. Collection and use

2.1 .General

The following sections cover the specifics of each of the three groups from which data is collected: forms, emails, website.

2.2 Forms

Toad Hall requires parents to complete our application form, child information form along with agreeing to our terms and conditions prior to starting at Toad Hall. This information is collected in order that we can check availability of places on the days and the times requested, to allow us to meet the needs of your child (for example, if your child has any dietary or medical needs, likes and dislikes, special educational needs). We collect your child's details including name, address and date of birth, characteristics such as ethnicity, language, nationality, country of birth, GP and Dentist name and address in the case of an emergency, immunisations and your permissions etc. During your child's time with us there are other forms that are distributed for completion which include receiving any changes to your contact information, holidays, permission for outings or to have your child's photograph taken by a professional photographer, accident and incident forms etc. Toad Hall holds information that is necessary to support your child's development, to monitor their progress and to provide appropriate care. We may also hold assessment information, additional medical



information, special educational needs information, exclusions and behavioural information in order to further support your child. Once a year we ask parents to complete a general survey on the service they receive and surveys following parent workshops so that we can assess how well the Setting as a whole is doing and what improvements we can make.

2.3 emails

Toad Hall recognises that emails are a good way to remain in contact and we record information received from information that relates to, for example, changes to contact information, dietary needs, medical needs, requests for change of hours, holidays, absences, leaving dates etc. in order to maintain appropriate care for your child.

Toad Hall also use email to communicate and keep our parents informed with newsletters, invoices, weekly updates and relevant nursery information including events, fee reminders etc. Parents do have the choice of whether they wish to receive this information by email from ourselves.

2.4 Website

Our website has various forms that maybe downloaded for your use, such as application form, child information form, holiday form, change of hours form that you can complete and hand into the nursery. There are also pages where you can leave feedback, request a callback, book a visit/ show around, view our fees and apply for a job etc. By completing forms directly on our website, you consent to the collection and use of your Personal Data in order that you maybe contacted. If you do not agree for us to contact you, please do not complete these forms on-line. Kindly note that any consent will be entirely voluntary. However, if you do not grant the requested consent to the processing of your Personal Data, the use of our website forms may not be possible and you would need to contact the nursery directly.

Toad Hall may collect, record and analyze information of Visitors to its website. We may record your IP address and use cookies. Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. Toad Hall may add information collected by way of page view activity. Furthermore, Toad Hall may collect and process any Personal Data that you volunteer to us in our website's forms, such as when you book a visit or sign up for information and newsletters.

Toad Hall gathers data about visits to the website, including numbers of Visitors and visits, Geo-location data, length of time spent on the site, pages clicked on or where Visitors have come. This allows Toad Hall to see whether we are attracting new visitors to the site and whether our website is informative and attracting new families from the area.

Please be aware that while visiting our site, Visitors can follow links to other sites that are beyond our sphere of influence.

3. The lawful basis on which we use this information

We collect and use your information to comply with The Early Years Foundation Stage (EYFS) 2017 (given legal force by Childcare Act 2006) or where you have given consent to the processing of personal data. From time to time Early Years Settings are required to pass on some of your data to the Local Authority (LA's), the Department for Children, Schools and Families (DCSF) (the government



department which deals with education and children's services) and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA) and Ofsted.

We collect information about your child and use this personal data to:

- Support your child's development
- Monitor and report on your child's progress (in person, via email, letter, and via Blossom Educational App)
- Ensure that this setting receives the statutory funding which it is eligible for

4. Collecting information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

5. Who we share information with

We routinely share information with:

- Management Team, your child's key person and practitioners at Toad Hall
- First Aiders and our Cook
- SENCO
- Our local authority, Essex County Council
- The Department for Education (DfE)
- Ofsted
- Accounts Department including Accountant

The information you provide in relation to your child, you as parents/carers and others detailed is confidential and will therefore only be shared with whom it is necessary and only relevant information to that person or body will be shared. We do not share information with anyone without consent unless the law and our policies allow us to do so.

We do display child's artwork, photographs, schools children are going to, etc around the nursery but only first names are used. Other children maybe recognisable in group photographs on Blossom Educational and Facebook but names are not used.

5. Where your information is kept and for how long

Your information will be kept in your child's file in the Main Office. Records are retained for a reasonable period of time (for example 3 years) after children have left the provision (EYFS Welfare Requirements, given legal force by Childcare Act 2006) or until the child reaches the age of 21 – or until the child reaches the age of 24 for child protection records (Limitation Act 1980/ The Statute of Limitations (Amendment) Act 1991).



Emergency contacts, dietary and medical information, observations and the like are held within your child's room whilst they attend Toad Hall. Toad Hall will not retain data longer than is necessary to fulfil the purposes for which it was collected or as required by applicable laws or regulations.

6. Requesting access to your personal data

You have the right to obtain confirmation as to whether or not personal data is being processed, and where that is the case, access to the personal data. If you would like a copy of some or all of your personal information, please either email or write to us at Toad Hall Day Nursery Ltd, At Wyburns Primary School, Nevern Road, Rayleigh, Essex. SS6 7PE.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information if you think it is inaccurate.

If you feel there is a problem with the way we are handling your data you have the right to complain to the Information Commissions Office (ICO) at ico.org.uk or by calling: 0303-123-1113.