

# **General Privacy Notice**

## **Notice about how we use personal information**

We are the data controller of personal information about you. We are: Mill House Day Nursery. Our address is: Mill House, 44 – 46 Mill Green Road, Mitcham, Surrey CR4 4HY.

Our Data Protection Officer is Deborah Sawh. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at [dpo@millhousedaynursery.co.uk](mailto:dpo@millhousedaynursery.co.uk).

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and the Data Protection Act 2018.

This notice covers:

- **visitors to our nursery**
- **clients**
- **children**
- **staff**
- **our suppliers**

In each case, you have certain rights, including how to get a copy of your data, how to get it corrected or deleted, and how to complain. These rights are set out in more detail below.

## **Visitor, clients, children and staff**

- **the information we collect about you and why we collect it**
- **the legal basis on which we collect and use your personal information**
- **how long we keep your personal information**
- **how we share your personal information**
- **how we transfer your personal information outside Europe**
- **automated decisions we take about you**

## **The information we collect about you and why we collect it**

As part of your visit to our nursery we store and use your personal details and information you for the purposes of managing and operating the nursery and for safeguarding you in the event of certain situation.

We use CCTV at our buildings for the purposes of crime prevention, security and health and safety and, accordingly, will capture imagery of visitors to the nursery.

## **The legal basis on which we collect and use your personal information**

Except in the circumstances highlighted below, we process this information on the basis of our legitimate interests:

- we have a legitimate interest in wishing to interact with you to manage and operate our nursery effectively and to ensure that the nursery is safe and secure for all persons visiting; and
- to be able to do so, we need to understand details of who is in the building and to be able to communicate with them.

Where we are required by law to hold certain records, then we collect and hold those records to comply with that legal obligation.

### **How long we keep your personal information**

- Register information is kept for in the nursery register which is retained for 5 years
- Accident Records are kept until the youngest person recorded in the book has reached 21 years of age
- Video surveillance recordings are kept for 1 month

### **How we share your personal information**

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

#### **Organisation / type of organisation:**

Training organisations, awarding organisations etc:

Purpose: To register and manage staff who are undertaking qualifications.

The Police

Purpose: Where a crime has been committed

Insurance Company

Purpose: Where an injury or accident results in a financial claim

Funding Partners (e.g., tax free credit/free entitlement)

Purpose: Audit of public money expenditure

### **How we transfer your personal information outside Europe**

We do not store or transfer personal data outside Europe.

### **Automated decisions we take about you**

We do not make automated decisions using this information, e.g., refusing access due to your home postcode.

### **Our suppliers**

We store and use your information for the purposes of managing our suppliers in respect of the supply of goods and services that our nursery may need.

## **The information we collect about you and why we collect it**

In order to engage and manage our suppliers, where you are a supplier (or where if it is a company, you are its representative) we collect and store your contact information and, where appropriate, your bank account details.

## **The legal basis on which we collect and use your personal information**

Except in the circumstances highlighted below, we process this information on the basis of our legitimate interests:

- we have a legitimate interest in engaging and managing our suppliers; and
- to be able to do so, we need to hold details of who those suppliers are.

Where we are required by law to hold certain records for health and safety purposes, then we hold those records to comply with that statutory obligation.

Where we hold your bank account details, we do so on the basis that it is necessary for us to perform our contract with you.

## **How long we keep your personal information**

We will retain your personal information for 12 months after the last duty you performed for our nursery.

## **How we share your personal information**

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

The Police

Purpose: Where a crime has been committed

Insurance Company

Purpose: Where an injury or accident results in a financial claim

## **How we transfer your personal information outside Europe**

We do not store or transfer personal data outside Europe.

## **Automated decisions we take about you**

We do not make automated decisions using this personal data, e.g., refusing to work with you based on your post code.

## **YOUR RIGHTS**

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

#### **CHANGES TO OUR PRIVACY POLICY**

We keep our privacy policy under regular review and will update it from time to time to make sure it remains up-to-date and accurate.