



# PRIVACY NOTICE FOR CURIOUS KITTENS NURSERY

## 1. ABOUT THIS PRIVACY NOTICE

City College Plymouth is committed to protecting the privacy of personal information it obtains or is given about you/ your child during and after their time at Curious Kittens Nursery. This privacy notice describes how the Nursery /College will collect and use your/your child's personal information and also explains your rights regarding your/your child's personal information.

The Nursery /College will use your/your child's personal information in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR"), the Data Protection Act 2018 and any other applicable laws and regulations which relate to data protection and privacy.

## 2. DATA CONTROLLER

City College Plymouth is the data controller responsible for your/your child's personal data (collectively referred to as "the College", "we", "us" or "our" in this privacy notice).

We are:

CITY COLLEGE PLYMOUTH  
Kings Road, Devonport, Plymouth, PL1 5QG  
01752 305300  
[info@cityplym.ac.uk](mailto:info@cityplym.ac.uk)  
[www.cityplym.ac.uk](http://www.cityplym.ac.uk)

City College Plymouth is deemed to be a public authority under the definition within the Freedom of Information Act 2000.

City College Plymouth is registered with the Information Commissioner's Office (ICO) and our ICO registration number is Z49441564.

## 3. DATA PROTECTION OFFICER

The Data Protection Officer for the College is Roger Henderson.

If you have any questions about this notice or the ways in which we use your/your child's personal information, including any requests to exercise your rights, please contact the:

Data Protection Officer, City College Plymouth  
Kings Road, Devonport, Plymouth, PL1 5QG

01752 305735  
[legal@cityplym.ac.uk](mailto:legal@cityplym.ac.uk)

#### 4. YOUR RIGHTS REGARDING YOUR /YOUR CHILD'S DATA

The General Data Protection Regulation (GDPR) ensures that data subjects have the following rights in relation to personal and special category information processed by the College.

Requests to exercise any of the rights below can be made by contacting the Data Protection Officer for the College, Roger Henderson, at:

City College Plymouth  
Kings Road, Devonport, Plymouth, PL1 5QG  
01752 305735  
[legal@cityplym.ac.uk](mailto:legal@cityplym.ac.uk)

➤ **Right to be informed**

You may ask the College what personal information we are holding, whether electronically or on paper.

➤ **Right of access/subject access request**

You may ask the College for a copy of your personal information held by the College. This will be provided free of charge except where a request is manifestly unfounded, excessive or repetitive, in which case a reasonable fee can be charged, based on the administrative cost of providing the information.

➤ **Right to rectification**

You have the right to ask the College to rectify any personal data if it is inaccurate or incomplete. If the College has disclosed your personal information to third parties, the College will inform them of the rectification where possible.

➤ **Right to erasure/right to be forgotten**

You have the right in certain circumstances, such as where the College's use of your personal information is based on your consent and the College has no other legal basis to use your personal information, to ask the College to delete your personal information.

➤ **Right to restrict processing**

You have the right in certain circumstances, such as where the College no longer needs your personal information, to request that the College restricts its' use of your personal information.

➤ **Right to data portability**

You have the right where processing is based on consent or the performance of a contract and is carried out by automated means, to ask the College to provide you with a copy of your personal information in a structured, commonly used, machine readable format.

➤ **Right to object**

Where processing has been based on legitimate interests, the performance of a task in the public interest or for direct marketing purposes, you can object to the processing. The College, however, may still continue to process and hold your personal information if it can demonstrate legitimate grounds for processing or the processing is for the establishment, exercise or defence of legal claims.

➤ **Right to complain**

If you have any questions about your/your child's personal information or the way in which your/your child's information is being used, please contact the Data Protection Officer for the College, Roger Henderson, at:

City College Plymouth  
Kings Road, Devonport, Plymouth, PL1 5QG  
01752 305735  
[legal@cityplym.ac.uk](mailto:legal@cityplym.ac.uk)

You may also complain to the Information Commissioners' Office (ICO) which is the UK supervisory authority for data protection issues. The details are:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

0303 1231113 or 01625 545745  
[casework@ico.org.uk](mailto:casework@ico.org.uk)  
[www.ico.org.uk](http://www.ico.org.uk)

## **5. DATA PROTECTION PRINCIPLES**

The data protection laws state your/your child's personal information must be collected and used fairly, stored safely and not disclosed unlawfully. These rules apply whether your/your child's information is stored electronically, on paper or on other materials.

The College will ensure your/your child's personal information will be held and processed in accordance with the principles set out in the GDPR, namely that personal information must:

- be processed lawfully, fairly and transparently
- be obtained only for specific, lawful purposes

- be adequate, relevant and not excessive
- be accurate and kept up-to-date
- not be held for any longer than is necessary
- be processed in accordance with the rights of the data subject
- be protected by appropriate security measures
- not be transferred outside the European Economic Area, unless that country or territory also ensures an adequate level of data protection.

6. **DEFINITIONS:** For definitions of “personal information”, “special category information” or what is “processing”, please [click here](#).

For data protection purposes, a child is a person under the age of 13.

## 7. THE PERSONAL INFORMATION WE COLLECT AND USE

As your child is attending the Nursery, we may collect and process your/your child’s personal details including:

- your child’s name, address, date of birth, phone numbers
- name, address, e-mail, phone numbers, dates of birth of child’s parents/ guardians, next of kin, carers , siblings and individuals authorised to collect
- emergency contact details
- photographs of child, photographs of parents/guardians/carers and other authorised individuals.
- child’s gender, religion, ethnic origin
- parent/guardian/carers’ bank and financial details and National Insurance number
- funding details
- child’s physical and mental health/medical details, including doctor’s details, health records, medication, allergy/diet information, disabilities, special needs, behavioural details, social services plans and details
- safeguarding/child protection/SEND information regarding your child
- previous nursery/childcare and other settings attended, assessments, achievements, attendance, behaviour details
- nursery summative assessments, learning work, marking, assessments and other developmental information
- work created by your child and any data on College IT/MIS systems, including the Tapestry online system
- any information you provide through the College website
- your child’s attendance/absence details, behaviour records, sickness details, personal records/logs
- attendance/absence details, behaviour records, sickness details, personal records/logs
- CCTV security surveillance of the nursery grounds
- passport, EHIC and fitness to travel details for foreign projects/trips/work experience.

## 8. OUR USE OF YOUR / YOUR CHILD’S PERSONAL INFORMATION

The main use of use your/your child's information will be to deliver and support your child's education at the Nursery and to fulfil our obligations for their learning and development. This will include being able to:

- manage your child's enrolment, registration, finance, funding, teaching, learning, assessment, transitions, development, interests, activities and achievements
- facilitate the provision of any special/additional needs assistance for your child
- make registers/lists for classes, activities, trips and events
- comply with reporting requirements by funding or awarding bodies
- manage and promote marketing activities and events such as open days, publication of Nursery brochures (where consent has been given)
- safeguard children, staff, students, visitors and other College users
- record and monitor equal opportunities
- record and monitor equality and diversity information
- manage and comply with health and safety regulations, including information for the proprietary online health and safety management system OSHENS including accident and incident investigations, auditing and risk assessment; also including EVOLVE educational visit management system
- monitor your child's learning and development data created on College PCs/equipment and to ensure compliance with IT, security and data policies.

## **9. THE LEGAL BASIS FOR COLLECTING AND USING YOUR/YOUR CHILD'S PERSONAL INFORMATION**

Your/your child's personal information is processed as part of our public interest task of providing nursery education to your child.

In addition, some information is necessary to comply with legal or statutory obligations and also to ensure performance of contracts.

Where your information is special category personal information, eg health/medical information or ECHP details, we will process it because there is a substantial public interest for us to do so.

Any marketing information is processed on the basis of a combination of our legitimate business interests and on the basis of consent (which can be withdrawn at any time).

## **10. SHARING OF YOUR/YOUR CHILD'S PERSONAL INFORMATION**

We may share your/your child's personal information with numerous individuals, organisations and third parties, including:

- Nursery and College staff, management and governance
- Nursery and College pastoral support

- Nursery and College safeguarding personnel and external safeguarding authorities
- Government departments, including Department for Education, Public Health England
- local authority departments including SENCO, social services, Plymouth City Council
- funding providers
- accreditation, training and skills bodies
- Office for Standards in Education (OFSTED)
- internal and external auditors
- previous nursery/school information
- your child's and your family's GP, other healthcare professionals
- external services for specialist and targeted support
- emergency services such as ambulance/paramedics
- contracted transport operators such as Stagecoach and Citybus
- Police, probation and other law enforcement agencies where disclosure of your/your child's information is needed to prevent crime/fraud, apprehend offenders, assist with court proceedings and/or to protect the rights, property or safety of the College, children, its students or property.

## **11. HOW LONG WE KEEP YOUR/ YOUR CHILD'S PERSONAL INFORMATION FOR**

Your/your child's personal information, including attendance records and Early Education funding records, will be kept whilst your child attends the Nursery and then for a period of **six years** from leaving the Nursery.

Development and learning records will be kept for **one year** after your child has left the Nursery.

Accident, injury and medication records will be kept until your child is **21 years of age**.

The College is obliged to keep certain information for a longer period in order to comply with statutory/legal obligations, eg safeguarding, Health and Safety legislation. Further information can be found in the College Retention policy.

## **12. CHANGES TO OUR PRIVACY NOTICE**

We keep our privacy notices under regular review and reserve the right to make small changes to ensure notices remain up to date and accurate. Significant changes to this privacy notice will be made and approved by the Senior Leadership Team. This notice will be reviewed annually.

Date                      May 2018  
 Next review date    May 2019

