

Who processes your information?

The Lime Trees is the data controller of the personal information you provide to us. This means we determine the purposes for which, and the manner in which, any personal data relating to children and their families is to be processed. Helen Roebuck acts as a representative for The Lime Trees with regard to its data controller responsibilities; she can be contacted on 01159 313 562 or hello@thelimetrees.co.uk.

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires us to share your data. Where we outsource data to a third-party processor, the same data protection standards that The Lime Trees upholds are imposed on the processor.

Why do we collect and use your information?

The Lime Trees holds the legal right to collect and use personal data relating to children and their families, and we may also receive information regarding them from their previous nurseries, Local Authority and/or the Department for Education. We collect and use personal data to meet legal requirements and legitimate interests set out in the GDPR and UK law.

In accordance with the above, the personal data of children and their families is collected and used for the following reasons:

- To support your child's teaching and learning
- To monitor and report on your child's progress
- To provide appropriate pastoral care
- Access funding for early year provision for your child
- Safeguard children and young people from harm

Which data is collected?

The categories of child information that we collect, hold and share include the following:

- Personal information – e.g. names and addresses
- Characteristics – e.g. ethnicity, language, nationality, special educational needs
- Assessment information – e.g. Betterstart assessment results
- Relevant medical information

Will my information be shared?

We will not give information about you or your family to anyone outside this childcare provision without your prior consent unless the law and our rules allow us to. The Lime Trees will only share personal data with a third-party with prior consent. The third-parties are: -

- Tapestry online learning journal (nursery children only)
- Nottinghamshire County Council (nursery children only)
- Debt collection agencies. As per our Terms and Conditions. (Only shared if we are unable to recover outstanding money)
- Other nurseries when a child transfers (nursery children only)

We are required by law to pass some of your information to your Local Authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998. Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>.

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

Nottinghamshire County Council uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible. These functions may include the assessment of any special educational needs a child may have, assessment for free school meals eligibility, support the process of admissions to schools and provide information for children, young people and family support services.

Nottinghamshire County Council may also share information, when appropriate and within the legal framework, with other organisations for example:

- Primary Care Trusts (PCT);
- Police forces;
- Other childcare providers should you move your child to another provider
- Other local authorities if you live in their area;

Organisations have a legal right to share information when it is in the best interests of the child or young person. Sometimes we have a duty to share information and would need to justify why we did not. However, we only share information with professionals who have a legitimate need in order to provide you or your family with support or an intervention.

If you require more information about how the Local Authority (Nottinghamshire County Council) and the DfE store and use your information, then please go to the following websites:

<http://www.nottinghamshire.gov.uk/learning/schools/child-data-security/>

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

How long is your data stored for?

Personal data relating to children and their families at The Lime Trees is stored in line with our GDPR Data Protection Policy.

In accordance with the GDPR, we do not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

What are your rights?

Parents and children have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how The Lime Trees uses your personal data.

- Request access to your personal data that The Lime Trees holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way The Lime Trees and/or the Department for Education is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Declaration

I, _____ Parent/Guardian of
 _____, Name of club: _____), declare:

- I understand The Lime Trees has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- I understand how my data is used.
- I understand The Lime Trees may share my data with the Department for Education, and subsequently the Local Authority.
- I understand The Lime Trees will not share my data to any other third parties without my consent, unless the law requires the club to do so.
- I understand The Lime Trees will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- I understand that information relating to my child and their needs may be displayed in areas of the room so that it is readily available when it is needed in an emergency.
- I understand that The Lime Trees may contact me via the contact details on my registration form.
- I understand my data is retained in line with the club's GDPR Data Protection Policy.
- I understand my rights to the processing of my personal data.
- I understand where I can find out more information about the processing of my personal data
- I understand that my consent will be kept by the club for the duration of my child's time at The Lime Trees unless I write to the club informing them of my change of consent.

Signature: _____

Date: ____/____/____