

# The Robin Montessori

## PRIVACY POLICY

**Our Data Protection Officer is:** Agnese Mugnai (DPO)

GDPR stands for General Data Protection Regulation which became law on 25 May 2018. It covers the management and control of personal information.

### **What is personal data?**

This is classed as any data which can be linked to a single person and can identify them. Examples include a name, email address, postal address, telephone numbers, bank accounts and photos. But just an email address is not personal data unless it can be directly linked to more data that is stored somewhere else.

This policy (together with our terms of use and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. We keep certain basic information when you visit our website and recognise the importance of keeping that information secure and letting you know what we will do with it.

### **How we collect information about you**

When you send your children to The Robin Montessori, we receive information about you and any children who attend in a number of different ways.

#### **Children:**

We will collect, store, and use the following categories of personal information about Children:

- Name
- Date of birth
- Home address
- Dietary requirements
- Attendance information
- Names, Photographs of the Child to signpost Children to where their belongings are stored at the Nursery that they attend, and also for general display purposes
- Emergency contact should Parents be unavailable and the emergency contact's contact details
- Record book (paper or electronic) for each Child containing the work of the Child whilst at the Nursery, observations about the Child's development whilst at the Nursery from Employees of the Nursery, specific examples of the Child's progress, photographs demonstrating the Child's

development whilst at the Nursery, and personal details of the Child (e.g. their date of birth (“Progress Report”))

- Records relating to individual Children e.g. care plans, common assessment frameworks, speech and language referral forms
- Accidents and pre-existing injuries forms
- Records of any reportable death, injury, disease or dangerous occurrence
- Observation, planning and assessment records of Children

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about a Child’s race or ethnicity, spoken language and nationality.
- Information about a Child’s health, including any medical condition, health and sickness records.
- Information about a Child’s accident or incident reports including reports of pre-existing injuries.
- Information about a Child’s incident forms / child protection referral forms / child protection case details / reports.

**Parents:**

We will collect, store, and use the following categories of personal information about Parents:

- Name
- Home address
- Telephone numbers, and personal email addresses
- National Insurance number
- Bank account details

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about a Parent’s race or ethnicity, spoken language and nationality.
- Conversations with Parents where Employees of the Nursery deem it relevant to the prevention of radicalisation or other aspects of the governments Prevent strategy.

## **How we use this information**

We use information that we have about you and your children for business purposes. These purposes generally fall into the following areas.

### **1. Administration –**

- This applies to past, current and potential future children and their parents / guardians. We use this information for the provision of child care. The types of personal information we collect and use include:
  - The personal details of your child
  - The payment of fees due
  - Details of the child's Family (so we can contact you in case of an emergency medical information so we can cater for any special needs
  - Ethnic background

### **2. Provision of Education –**

- This applies to past, current and potential future children and their parents / guardians. We use this information to ensure that your child's development needs are catered for. The types of information we collect and use include:
  - Education and Training Details so we can ensure your child's development needs are catered for.

### **3. Keeping you informed –**

- This applies to current, past and potential future children and their parents / guardians. We use this information to keep you updated about events at The Robin Montessori e.g. to let you know about events and changes to schedules. The types of information we collect and use include:
  - Email address. So, we can email you updates.

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

We are required to keep certain personal information including registers, medication records and accident records pertaining to the children for at least 3 years after the child has left The Robin Montessori. Your child's learning and development records are maintained by us and handed to you when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements.

## **Automated decision-making**

We do not make any decisions about your child based on automated decision-making.

## **Your rights with respect to your data**

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing
- request that we transfer your, and your child's personal data to another person

## **Situations in which the Nursery will use personal information of Children**

- Upon consent from the Parents, Personal Data of Children will be shared with schools for progression into the next stage of their education.
- Personal information of Children will be shared with local authorities without the consent of Parents where there is a situation where child protection is necessary.
- The personal information of Children will be shared with local authorities without the consent of Parents for funding purposes.
- Ofsted will be allowed access to the Nursery's systems to review child protection records.
- To ensure we meet the needs of the Children
- To enable the appropriate funding to be received
- Report on a Child's progress whilst with the Nursery
- To check safeguarding records
- To check complaint records
- To check attendance patterns are recorded
- Our setting software management provider (if applicable)
- When a Child's Progress Report is given to its Parent in order for that Parent to pass the same Progress Report to a school for application or enrolment purposes

## **Situations in which the Nursery will use personal information of Parents**

- The personal information of Parents will be shared with local authorities without the consent of Parents for funding purposes.
- To report on a Child's attendance
- To be able to contact a Parent or a Child's emergency contact about their Child
- To ensure nursery fees are paid

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending.

**We will also share your data if:**

- We are legally required to do so, for example, by law, by a court or the Charity Commission
- To enforce or apply the terms and conditions of your contract with us.
- To protect your child and other children; for example, by sharing information with social care or the police.
- It is necessary to protect our or others' rights, property or safety.
- We transfer the management of the setting; in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

**We will never share your data with any other organisation to use for their own purposes**