

## Nestots Privacy Notice

We are the data controller of personal information about you. We are: North East Surrey College of Technology (Nescot). Our address is: Reigate Road, Ewell, Surrey, KT17 3DS.

Our Data Protection Officer is Susanne Wicks. 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 [dataprotection@nescot.ac.uk](mailto:dataprotection@nescot.ac.uk), 0208 394 3004.

This privacy notice has been prepared in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

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.**

### What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

- your child's name, date of birth, address, health and medical needs including immunisations, dietary requirements, and any special educational needs, Birth Certificate number and previous setting information if applicable. We also collect information on the child's religion, ethnicity group and languages spoken at home.

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- Mother's and father's names and places of work, telephone numbers and addresses. Preferred email for invoicing purposes, and two emergency contacts.

This information will be collected from you directly in the registration form.

If you apply for 15 hours funding or 30 hours funding, we will also collect:

- your National Insurance number or unique taxpayer reference (UTR), if you're self-employed, eligibility codes if applicable for 30 hours funding, your child's full legal name, date of birth, address including postcode, Parent/ legal guardians name, telephone number, and parents email address.

### Why we collect this information and the legal basis for handling your data

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at Nestots

- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 15 or 30-hours free childcare (only where applicable)
- to keep you updated with information about our service

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

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.

### **Who we share your data with**

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- Banking services to process payments
- The Local Authority (where you claim up to 30 hours free childcare as applicable)
- The government's eligibility checker (as above)
- Our insurance underwriter
- Nestots software management provider
- the school/setting that your child will be transferring to

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 and other's rights, property or safety We will never share your data with any other organisation to use for their own purposes.

### **How do we protect your data?**

The College takes the security of your data seriously. The College has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. In addition, there are other internal policies and controls such as systems restrictions.

Where the College engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and collegial measures to ensure the security of data.

### **How long do we retain your data?**

We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. 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 (see our Children's and Provider Records policies).

### **Automated decision-making**

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

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

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. Our data subject access request form is available [online](#).
- the right to ask us to correct any errors in your personal information. Our Change of Details form is available [online](#).
- 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 this notice**

We keep this notice under regular review. You will be notified of any changes where appropriate.