



# Busy Bees Nursery School Privacy Policy

## Introduction

This policy describes how we collect, use and look after the information you provide us. It is presented so that you are fully aware of how we may use your personal information should you send your child to Busy Bees Nursery School. Personal information that Busy Bees uses and holds is covered by the following legislation.

- Section 537A of the Education Act 1996.
- Section 83 of the Children Act 1989.
- Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR) May 2018.

## Who we are:

Under Data Protection legislation **the nursery** is the Data controller. The contact details for the nursery are as follows:

Busy Bees Nursery School  
St John's Street.  
Beck Row  
Mildenhall  
Suffolk  
IP288AA

Tel: 01638 718249

Email: [info@busybees-nurseryschool.co.uk](mailto:info@busybees-nurseryschool.co.uk)

Our Data protection officer is: Lorna Barker

Email: [info@busybees-nurseryschool.co.uk](mailto:info@busybees-nurseryschool.co.uk)

**How we collect information about you:** When you send your children to Busy Bees, we receive information about you and any children who attend Busy Bees in a number of different ways.

This may happen when you:

- Apply for, or we offer you, a place at Busy Bees e.g. completing an application or registration form.
- When you complete a funding application form for Suffolk County Council.
- Through meetings or discussions we may have with you regarding your child's development.
- When you let us know about a change in your personal circumstances (for example, if you change your name when you get married or move house).
- We may receive it from another organisation, for example, should we be required to work with social services.

## **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 of your child (this is collected by Suffolk County Council as part of the process to obtain Nursery Education Funding for your child). This is also used when Busy Bees applies for grants and funding from Government bodies.

**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 Busy Bees (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.  
(Note: This is optional, and you can opt out of receiving email updates at any time).

Details of all events and notices will always be posted on our gates and noticeboard, and on our face book page.

## **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 Busy Bees (sometimes much longer). This is in order to comply with 'Early Years Foundation Stage Welfare Requirements' (given legal force by Childcare Act 2006) and other legislation (e.g. Limitation Act 1980/The Statute of Limitations (Amendment) Act 1991)

## **Who we share information with:**

Generally we only use your information within Busy Bees. There are some occasions when we need to share personal information about you and / or your child with third parties. These are:

- If you chose to pay for Busy Bees using vouchers (e.g. Childcare vouchers) we will share the minimum amount of your personal information necessary with the voucher scheme operator so they can identify you and make the appropriate payments to Busy Bees on your behalf.
- If your child is entitled to Nursery Education Funding, we are required to share your personal details with Suffolk County Council in order to identify your child and prove entitlement to funding.
- Every now and again, we receive requests for information from schools, government departments, the police and other enforcement agencies. If there is a proper legal basis for sharing your personal information, we will provide it to the organisation that is asking for it.
- We may on occasion use your personal information for the purposes of recovery of overdue fees.
- In case of an emergency, we may need to share with the emergency services details of your child including details of any medical conditions as provided to us by you.
- To contact you when we want to inform you about events at Busy Bees.

## **Where we process personal information:**

We will only store and use your personal information in the United Kingdom

## **Our Commitment to you:**

We will process your personal information in line with the Data Protection Act. This means that we will:

- only collect and hold information about you which we need for some reason;
- keep your personal information up to date and accurate (to help us do this, please let us know if any of your details change);
- take appropriate steps to protect your personal information from being used without permission, or illegally, and to safeguard your rights; and
- destroy your personal information in a secure way once we no longer need it, or once we are legally obliged to do so.

## **What rights you have over your personal information:**

You have certain rights over your personal information. Most importantly, you have a right to ask for a copy of all the personal information we hold about you but there are some legal exceptions to this, such as information which is confidential to Busy Bees. If you would like a copy of your personal information, you should contact our data protection officer in writing.

## **You also have the right to:**

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **Further information:**

If you would like to discuss anything in this privacy notice, please contact the school office in writing or by email. [info@busybees-nurseryschool.co.uk](mailto:info@busybees-nurseryschool.co.uk)

