



Privacy Notice – Data Protection Act 2018

The General Data Protection Regulation (GDPR) is a EU law that will come into effect on 25 May 2018.

The Privacy Principles set by the GDPR are as below:

- ★ You must have a lawful reason for collecting personal data and must do it in a fair and transparent way.
- ★ You must only use the data for the reason it is initially obtained.
- ★ You must not collect any more data than is necessary.
- ★ It has to be accurate and there must be mechanisms in place to keep it up to date.
- ★ You cannot keep it any longer than needed.
- ★ You must protect the personal data.

Parents have the right to:

- ★ Be informed about what data is held about them.
- ★ Access their data quickly in an easy to read format – you need to ensure they know about this right.
- ★ Rectify their data – make corrections if data is incorrect.
- ★ Erase their data *
- ★ Restrict processing – if, for example, they do not want you to share information.
- ★ Data portability – the right to move, copy or transfer personal data easily from one IT environment to another securely and safely.
- ★ Object to certain types of data processing.

GDPR states that data processing must be lawful, fair and transparent and...

- ★ Collected for specified, explicit and legitimate purposes.
- ★ Minimal - adequate, relevant and limited to those which are necessary.
- ★ Accurate and kept up-to-date.
- ★ Stored for no longer than necessary and kept secure.

We at Creative Stars Day Nursey collect information from you and may receive information about you from your previous nursery. We hold this personal data and use it to:

- ★ Support your teaching and learning;
- ★ Monitor and report on your progress;
- ★ Provide appropriate care, and
- ★ Assess how well the nursery is doing.

This information includes your contact details, assessment data, attendance information and personal characteristics such as your child's ethnic group, any special educational needs and relevant medical information.

Social Media

We will only share photographs and information online with your consent as signed up to in your child registration form. If you have not signed to share photography/images, then these will not be shared. If an image contains your child's face and name, further consent will be obtained before sharing the image.

We will not give information about you to anyone outside the nursery without your consent unless the law and our rules allow us to.

This policy was reviewed on: 13.05.19

Date of next review: 13.05.20