



Privacy Notice – Data Protection Act 2018

The General Data Protection Regulation (GDPR) is an EU law that came 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 must be accurate and there must be mechanisms in place to keep it up to date
- You cannot keep it any longer than needed. é 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.

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

- Create a child personal file
- Support teaching and learning
- Monitor and report on your child's 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.

We will not give information about you to anyone outside the nursery without your consent unless the law and safeguarding legislation enable us to do so.

This policy was reviewed on: 16.09.21

Date of next review: 16.09.22