

We collect, hold and process your personal data so that we are able to provide childcare services to you.

This Privacy Notice lets you know what happens to any personal data you give to us, or any we collect from or about you/your child. We want to update you on how we collect your personal information, why we collect it, how we use it.

## Who are we and how to get in contact

This Notice refers to Kid Ease Ltd who are the Data Controllers. If you would like to get in touch with us regarding this Notice please write to our Data Protection lead at: Southern Cross, Basing View, Basingstoke RG21 4HG. Telephone 01256 473810

## Personal information we collect and why we use your information

We collect information from you when you register a child at one of our nurseries. We only collect information that is necessary so we can provide nursery services and, where appropriate so you can secure Local Authority/Early Years funding. We may also collect information for these purposes on an ongoing basis while your child is at our Nursery.

At the time of registration and from time to time as this information requires updating we will collect the following information from you:

- Full Name - for you and your child
- Home and Work Addresses
- Child's Date of Birth
- Child's Medical Conditions
- Your Contact Details including Email Address
- Names, Addresses and Contact details for Emergency Contacts
- Photographs (with consent)
- Payment Details
- Funding Declaration information – where appropriate

While your child is with us we may also collect the following information on an ongoing basis:

- Accident Records
- Medical Records
- Photographs
- Learning and Development examples
- Wellbeing and Involvement examples
- Safeguarding information
- Special Educational Needs information

We do not use cookies on our website to collect information about you.

## Meeting our Legal and Regulatory requirements

To use your information lawfully we rely on a number of legal bases, including:

- Performance of the Contract
- Legal Obligation
- Consent
- Legitimate interest

Where we require your consent, we will ask you to sign a consent form to opt in to providing this information. You have the right to withdraw this consent at any time.

To meet our regulatory and legal requirements we will keep your information up to date through regular checks. If you do not provide the information we need or help us to keep it up to date, we may not be able to provide you with our services.

## How long do we keep your information

We will not hold your information for longer than is necessary. To meet our regulatory and legal requirements we hold your information while your child is with us and for a period of time after that.

## Your information and Third Parties

We share your information with third parties who process information on our behalf - this includes organisations who provide our nursery and financial systems – and funding bodies. We expect these Third Parties to keep your data secure.

We do not provide your information to any other third parties other than where we have to share data to meet any applicable law, regulation or lawful request. For instance, this may be for safeguarding or court orders.

## How we use your information

We use your information to provide nursery services and to charge for those services. We also use your information to provide information to Local Authorities where they are providing childcare funding. We do not use your information for automated processing or provide your data to third parties for marketing purposes.

## Security

We will protect your information from unauthorised change, theft, loss and damage. We have a range of security measures to keep your information secure. Our nurseries all have restricted access. Only authorised members of staff have access to your data. Physical records are stored in locked cabinets and offices, and our system information is held behind password protected PC's and servers. We also archive/remove information or scan/destroy paperwork from our nurseries as soon as is practically possible.

## Your Personal Information Rights

We want to make sure your information is always accurate and up to date. You have a right to request a copy of the personal information we hold about you. You may ask us to correct or remove information that is inaccurate. Please make requests in writing to our Data Protection lead. We may make a small charge for this.

When you contact us to ask about your personal information we may ask you to identify yourself. This is to help protect your information.

## International transfers of data

We do not transfer your information outside of the UK

## Updates to this Notice

We will make changes to this notice from time to time, particularly if we change how we use your information or introduce new technologies or services.