



Barnes Montessori Nursery, c/o Barnes Sports Club,
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GDPR: DATA PRIVACY NOTICE

1. Introduction

Barnes Montessori Nursery ("We") are committed to protecting and respecting your privacy.

This policy (together with our terms of use and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

The rules on processing of personal data are set out in the General Data Protection Regulation (the "GDPR").

2. Definitions

Data controller - A controller determines the purposes and means of processing personal data.

Data processor - A processor is responsible for processing personal data on behalf of a controller.

Data subject – Natural person

Categories of data: Personal data and special categories of personal data

Personal data - The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier (as explained in Article 6 of GDPR). For example name, passport number, home address or private email address. Online identifiers include IP addresses and cookies.

Processing - means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

3. Who are we?

Barnes Montessori Nursery is a data controller. This means we decide how your personal data is processed and for what purposes. We are registered with the Information Commissioners Office (ICO) and the School's Data Protection Co-ordinator, who is responsible for ensuring our compliance with the GDPR, is:

Anne-Marie True (Principal)
020 8748 2081 (school number)
ambtrue@barnesmontessori.co.uk

All staff are aware of their responsibilities in collecting, using and sharing data.

4. The purpose(s) of processing your personal data

We use children's and parents' personal data for the following purposes:

- Administration and billing
- Duty of care (emergency contact)
- Sharing of general information with parents (curriculum, events, news) for which we ask permission to email you at time of registration
- Support of children's learning and development, to enable staff to plan suitable activities to extend their knowledge and skills
- To ensure that all children are safe within our childcare provision
- To monitor and report on children's progress. Of particular note: we use a cloud-based application called eyLog (which includes electronic recording including photographs and video recording). We will not include your child's progress in this application without your consent
- To provide appropriate behavioural and emotional support as required
- To assess the quality of our services as a childcare provider
- Compliance with the law with regard to data sharing (GDPR)
- Meeting the requirements of the Early Years Foundation Stage (EYFS)
- While the majority of children's information parents provide is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will indicate whether you are required to provide certain children's information or if you have a choice in this.

5. The categories of personal data concerned

With reference to the categories of personal data described in the definitions section, we process the following categories of your data:

- Personal information (such as name, address, date of birth)
 - Characteristics (such as ethnicity, language, nationality, religion)
 - Attendance information (such as sessions attended, absences and absence reasons)
 - Observations and assessment information and tracking of progress
 - Medical information (including allergies)
 - Information on special educational needs and disabilities
 - Referrals to other relevant services
 - Safeguarding information
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- We also collect, hold and share some information on the children’s parents/guardians: Personal information (names, addresses, contact numbers and email addresses)
 - We collect some personal data when receiving new enquiries from your interaction with our website (name, email address, telephone number)

Our website does not use cookies and we therefore do not collect any data such as your IP address.

6. What is our legal basis for processing your personal data?

a) Personal data (article 6 of GDPR)

Our lawful basis for processing your general personal data:

Consent of data; (information sharing)	Written consent in admission form
Legal obligation; (administration & billing)	Written consent in admission form
Vital interests; (emergency contact)	Written consent in admission form

More information on lawful processing can be found on the [ICO website](#).

7. Sharing your personal data

Your personal data will be treated as strictly confidential, and will be shared only with our staff as needed

8. How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary and we only retain your data for the following purposes :

- After children leave the nursery we are required to keep personal data until after the next Ofsted inspection.

9. Providing us with your personal data

Much of our data is required for lawful purposes but where our data collection is optional or permission based you are under no statutory or contractual requirement or obligation to provide us with your personal data.

10. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable i.e. where the processing is based on consent or is necessary for the performance of a contract with the data subject and where the data controller processes the data by automated means);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (this is not an absolute right and only applies in certain circumstances).

11. Transfer of Data Abroad

We do not transfer personal data to a country or territory outside the EU for data processing. We occasionally receive enquiries and personal data from parents who are living outside the EU but that data is processed and stored in the UK. Very occasionally the owner of Barnes Montessori Nursery may travel outside the EEA (European Economic Area) with a laptop containing personal data connected with her business in order to be able to work while on holiday. In this case the UK is still the data controller, the information stays on the laptop, and the owner has an effective procedure to deal with security and the other risks of using laptops.

12. Automated Decision Making

We do not use any form of automated decision making in our nursery.

13. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

14. Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

15. How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact our Data Controller Anne-Marie True on ambtrue@barnesmontessori.co.uk

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](https://ico.org.uk/global/contact-us/email/) on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.