



## **Tiny Acorns Nursery Privacy Policy**

Tiny Acorns is committed to protecting the confidentiality, integrity and security of your personal information.

In order to comply with the General Data Protection Regulation, or GDPR, Tiny Acorns Nursery Limited (also described as “the controller” below) is required to issue a Privacy Policy which covers our practices for collecting and processing information about its customers, prospective customers, employees, students, website visitors and job applicants.

Furthermore Article 5 of the GDPR requires that personal data shall be:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

Article 5(2) requires that:

“the controller shall be responsible for, and be able to demonstrate, compliance with the principles.”

### **Why does Tiny Acorns Nursery collect personal information?**

We limit the collection of personal information to what is necessary to provide you with high quality services, to support your specific needs and requests, and to meet our business needs in connection with the services. Below we have highlighted the reasons for the collection of personal data:

- Tiny Acorns processes the Personal Data of families and children for the following purposes:
  - to ensure a safe, healthy and appropriate environment for the children that attend;
  - to administer first aid, emergency and other medical care when necessary;
  - to comply with laws, government regulations and Nursery policies and procedures;
  - to aid in the administration of services;
  - so that we can process payments for our services
  - to enable staff training and development;
  - To fulfil tax, reporting and other financial obligation
  - For effective communication, administration, and record-keeping;
- Tiny Acorns processes Personal Data of our employees/ students for the following purposes:
  - To fulfil tax, reporting, and other financial requirements and obligations;
  - To administer employee payroll, benefits, tax/regulatory compliance and other record keeping and administration requirements;
  - To consider applications for employment and accredited education
  - To enable staff training and development



### How do you consent to Tiny Acorns' use of your personal information?

By providing your personal information, you are consenting to its collection, use and disclosure by Tiny Acorns for the purpose outlined in this privacy policy. In light of the nature of our services, as well as applicable laws and regulatory requirements, if you choose to withhold some types of personal information or opt out of providing it, we may not be able to provide the services requested.

### What personally identifiable information does Tiny Acorns collect?

For the families and children who attend:

Tiny Acorns Nursery processes personal data including but not limited to sensitive data, such as name; address; telephone contacts; date of birth; email addresses; authorised and medical contacts, gender; physical conditions; disabilities, special needs, health information, allergies, dietary requirements; child photographs; care records (behaviours, illnesses, medication, food etc); learning and development records (activities, observations, photographs), payment details, funding applications and enrolment information (Personal Data).

If you are prospective customer, we will collect:

- Contact information that you provide voluntarily when requesting information via telephone, online or in person. Contact information may include your name, telephone/fax number, and email/ mailing address.

If you are an employee, apprentice/student or applicant, we will collect:

- Typical information that you provide voluntarily via telephone, online or in person including your name, mailing/email addresses, telephone number, employment history with job descriptions, education, references, affiliations and other relevant information for payroll, benefits and administration.

Tiny Acorns may share Personal Data under the following circumstances: (1) if you receive government funding the Nursery will share Personal Data with the funding provider; (2) with any other setting your child attends or may attend; (3) third party processors that are subject to confidential non-disclosure agreements (see details on Abacus below); (4) as required by Court Order, law or regulation; (5) if the Nursery suspects child abuse and/ or neglect, it will report these concerns to the relevant authorities in accordance with its policies and procedures and regulatory requirements.

If your child has special educational needs it may be necessary to share your child's data with outside agencies e.g. speech and language, physiotherapy, occupational therapy or portage, **but we will seek separate consent for this at the time.**

We will never share your data with anyone for marketing purposes.

### Your rights under the GDPR

Your rights include:

- the right to ask for and receive copies of the personal information held on yourself, although some information can sometimes be legitimately withheld;
- the right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress;
- the right to ask for wrong information to be put right;
- the right to seek compensation if an organisation does not comply with the Data Protection Act 1998 and you personally suffer damage;
- In some circumstances, the parent or legal guardian of a child or young person may have a right to receive a copy of personal data held about a child/young person in their legal care. Such cases will be considered on an individual basis where the individual concerned is deemed to have insufficient understanding of their rights under the Act.

You also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act 1998, to assess whether or not the processing of personal information is likely to comply with the provisions of the Act. Please go to [www.ico.gov.uk](http://www.ico.gov.uk) for more information.



### **Seeking further information from nursery**

If you wish to access your personal data, or that of your child, then please contact Colette Holt at [office@tinyacornsnursery.co.uk](mailto:office@tinyacornsnursery.co.uk)

### **Where does Tiny Acorns store personally identifiable information?**

- Electronic Information is stored on password protected computers and backed up to password protected external data hard drives that are securely locked away when not in use.
- Any data involved in the generation of your monthly invoice is held within Abacus software hosted by Parenta Ltd, which is a company registered with the Information Commissioner's Office to handle information relevant to its target audience. Its registration number is Z6170413. Parenta's guidance on GDPR is contained in the document below. They are fully GDPR compliant, have fully compliant levels of security and do not use the data held other than for the purposes of generating your invoices. Once you leave Tiny Acorns your account is deleted fully from this system.

[https://www.parenta.com/wp-content/uploads/2018/03/GDPR-Guide-March-2018.pdf?utm\\_term=Introduction%20to%20GDPR&utm\\_campaign=GDPR%20%5Cu2026%20Are%20you%20ready&utm\\_content=email&utm\\_source=Act-On+Software&utm\\_medium=email&cm\\_mmc=Act-On%20Software-\\_-email--GDPR%20%5Cu2026%20Are%20you%20ready--Introduction%20to%20GDPR](https://www.parenta.com/wp-content/uploads/2018/03/GDPR-Guide-March-2018.pdf?utm_term=Introduction%20to%20GDPR&utm_campaign=GDPR%20%5Cu2026%20Are%20you%20ready&utm_content=email&utm_source=Act-On+Software&utm_medium=email&cm_mmc=Act-On%20Software-_-email--GDPR%20%5Cu2026%20Are%20you%20ready--Introduction%20to%20GDPR)

- Hardcopy Information: The hard copies of any personal information we hold are stored securely in locked cabinets on the site of Tiny Acorns nursery, and access is given to authorised personnel only. Due to the nature of the childcare service we provide please note that we are required by law to hold certain information in archive form for certain lengths of time. Once the relevant time period has elapsed hard copy records are shredded and disposed of.
- Our website [www.tinyacornsnursery.co.uk](http://www.tinyacornsnursery.co.uk) is hosted by Nurseryweb and their general privacy policy relating to web hosting can be viewed at <http://nurseryweb.co.uk/privacy-policy/>. We currently do not process any personal data on our website (e.g. login information) however the website does use cookies. A cookie is a piece of data stored on a site visitor's hard drive to help with improving your future access to our site. The cookies used do not provide any personally identifying information about you and the cookies will not extract any information from your computer.

### **Will this Privacy Policy change?**

This privacy policy is subject to change and we will post updated versions on our website. Please check back periodically, especially before you provide any personal information. This privacy policy was last updated in May 2017 and will be reviewed annually along with all our policies and procedures.