Privacy Notice

Under data protection law, individuals have the right to be informed about how Sunshine Fruits Montessori Nursery uses their personal data. This privacy notice explains how we collect, store, and use personal data about individuals including: current, past and prospective children; and their parents, carers or carers (referred to in this policy as "parents"). Sunshine Fruits Montessori Nursery is the ‘data controller’ for the purposes of data protection law, and our Data Protection Officer is Aileen Rutland.

This Privacy Notice applies alongside any other information Sunshine Fruits Montessori may provide about a particular use of personal data, for example when collecting data via an online or paper form. This Privacy Notice also applies in addition to our Terms & Conditions, Safeguarding Policy, Data Protection policy and CCTV policy.

Personal Data We Hold:

In order to carry out our ordinary duties to staff, pupils and parents, Sunshine Fruits Montessori needs to process a wide range of personal data about the children and parents of the nursery as part of our daily operations. Personal data that we may collect, use, store, and share (when appropriate) about pupils includes, but is not restricted to:

* Contact details, contact preferences, date of birth, identification documents
* Pupil and curricular records
* Results of internal assessments and assessments by other organisations such as social services or our local child development centre, Sunshine House.
* Characteristics, such as ethnic background, eligibility for funding, or special educational needs
* Details of any medical conditions, including physical and mental health
* Attendance information
* Safeguarding information
* Details of any support received, including plans, and support providers
* Photographs
* CCTV images captured on-site
* We may also hold data about pupils received from other organisations, including other education settings, local authorities, and the Department for Education.

Why the nursery needs to process personal data:

Sunshine Fruits Montessori needs to collect personal data to in order to fulfil our legal rights, duties and obligations such as child protection, diversity monitoring, health & safety, and public health requirements. In addition to our legal obligations, other uses of personal data will be made in accordance with Sunshine Fruits Montessori’s legitimate interests, including to:

* Support pupil learning, monitor and report on pupil progress
* Provide appropriate pastoral care
* Protect pupil welfare and to take appropriate action in the event of an emergency, incident or accident.
* Assess the quality of our services
* Administer waiting lists
* Comply with the law regarding data sharing
* Report to and liaise with parents about their child’s progress, welfare, and development, including through regular reports and progress meetings.
* Organise and manage meetings, events, and social engagements for pupils and parents
* Maintain relationships with alumni and the Sunshine Fruits Montessori community, including by direct marketing or fundraising activity
* Management planning and forecasting, research, and statistical analysis
* Enable relevant authorities to monitor Sunshine Fruits Montessori's performance
* Promote Sunshine Fruits Montessori to prospective parents and children
* Where otherwise reasonably necessary for Sunshine Fruits' purposes, including obtaining appropriate professional advice and insurance for the nursery.

Consent:

Sunshine Fruits Montessori receives personal data from directly from parents. This may be via an online form, written information (such as email or written assessments) or simply in the ordinary course of interaction or communication. However in some cases personal data will be supplied by third parties (for example another school, or other professionals or authorities). Consent for general use of data is sought at Registration, or for specific processing requests such as consent to use images as part of marketing publications.

Where we have obtained consent to use pupils’ personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Access to, and sharing of, Personal Data:

Personal data collected by Sunshine Fruits Montessori will remain within the nursery and its IT systems, and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a ‘need to know’ basis). The personal data is stored on, and is occasionally processed by, the nursery’s management software, Famly. In accordance with data protection law, this type of external data processing is always subject to contractual assurances that personal data will be kept securely and used only in accordance with the nursery’s specific directions.

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share limited personal information about children with:

* Our local authority – to meet our legal obligations to share certain information, such as safeguarding concerns and funding requirements
* The Department for Education
* Health authorities
* The pupil’s family and representatives
* Our regulator e.g. Ofsted
* Suppliers and service providers – to enable them to provide the service we have contracted them for
* Financial organisations
* Security organisations
* Professional advisers and consultants
* Police forces, courts, tribunals
* Professional bodies such as Montessori training providers

The nursery is under duties imposed by law and statutory guidance (including Keeping Children Safe in Education or ‘KCSIE’) to record or report incidents and concerns, if they meet a certain threshold of seriousness in their nature or regularity. This is likely to include notes on children’s safeguarding files, including low-level concerns records kept about adults (which may include references to children or family members), and in some cases referrals to relevant authorities such as the LADO, MASH or the police.

Data Retention Period:

All child data will be retained for six years after the child has left the setting. Special circumstances, such as child protection issues, serious complaints, or a child's serious medical illness or accident, will be reviewed on a case-by-case basis. In some instances, data may be stored until the child reaches 25 years old.

Your Rights:

* You have the right to obtain access to and copies of the personal data we hold about you and to receive the personal data you have provided to us in a reasonable format
* You can require us to correct any incorrect personal data we hold about you.
* In certain circumstances, you can request us to erase your personal data.
* You can request that we restrict our data processing activities. If our processing is based on your consent, you may withdraw that consent.
* You can object, on grounds relating to your particular situation, to any of our specific processing activities if you believe it disproportionately impacts your rights or is causing damage or distress.
* You can claim compensation for damages caused by a breach of the data protection regulations

You have a right to make a ‘subject access request’ to gain access to personal information that Sunshine Fruits Montessori hold with respect to your child’s data where the child is not considered mature enough to understand their rights over their own data. Parents also have the right to make a subject access request with respect to any personal data Sunshine Fruits Montessori holds about them.

Sunshine Fruits Montessori will make every effort to respond to your requests as soon as is reasonably practicable and within the statutory time-limit of one month. However, fulfilling more complex or multiple requests, especially those involving third-party information, may take longer, up to an additional two months. Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Complaints and queries

If you have any comments or queries about this Privacy Notice or believe that Sunshine Fruits Montessori has not complied with it or not acted in accordance with data protection law, please direct your concerns to the Data Protection Officer using the following contact details: admin@sunshinefruits.co.uk.

Alternatively, you can make a complaint to the Information Commissioner’s Office at <https://ico.org.uk/concerns> or 0303 123 1113.