

Fun Farm Day Nurseries & After School/Holiday Club  
General Data Protection Regulation  
& Privacy Policy

## **General Data Protection Regulation and Privacy Policy**

Fun Farm Day Nurseries and Holiday Club are required to keep and maintain records to comply with Ofsted registration and the legal requirements in the EYFS. We are aware of the requirements of the new General Data Protection Regulation that will replace the current data protection act in May 2018 we as a setting will comply with the following 8 right of individuals which state that personal data must be:

- Right to be informed.
- Right of access.
- Right to rectification.
- Right to erasure.
- Right to restrict processing.
- Right to data portability.
- Right to object.
- Rights to related automated decision making including profiling.

We have checked the requirements of the General Data Protection Regulation and are registered. Parents/carers will be required to sign to consent to necessary information being held. Useful information and data protection registration/exemption- [www.ico.gov.uk](http://www.ico.gov.uk)

### **Information we collect from employees, parents/carers**

- Employee's terms and conditions - Individual personal files containing qualifications, contracts, job description, personal contact details, health and medical details.
- Recruitment CV'S.
- EYE entitlement declaration forms.
- Copies of birth certificates.
- Records of fees
- Child's financial accounts.
- Admission forms.
- 2 year old checks.

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- Details from admission forms are stored on our Instant Manager computer system.
- 30 hour funding codes.
- 2 year old Identification codes.

**This information is being stored for two purposes:**

- To provide contact details for nursery procedures.
- The local authority details to allocate funding.

Fun Farm Day Nurseries are responsible for collecting information on behalf of Fun Farm Lincoln Limited.

We are registered with the Information Commissioner's Office and you can view our registration certificate at any time by request.

Any queries regarding management of your personal data should be addressed to Peter Coon – Director.

**How we store personal information**

- Staff personal records are stored in a lockable filing cabinet and accessible by management and supervisors only.
- All historical information is archived in a suitable and secure place.
- Children/parent information stored in lockable filing cabinets and are accessible to management, supervisors and key persons.
- Instant Manager which is accessible to managers and senior supervisors. **See Instant Manager Privacy policy.** Children and parental information is removed as soon as the child has left the setting but is still stored on the computer program for up to 2 years where it is then completely removed.
- Staff, children, parent and carer information is stored on our computer but is only accessible to management, senior supervisors and supervisors.
- TXT round service procedures are in place to ensure children and parents contacts are completely removed from the TXT round system.

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- Data taken from funding declaration forms are submitted via the hub (Lincoln) or portal (Ollerton) to the Local Authority. Please see privacy notice on EYE entitlement forms.

### **How long we will keep data for**

- Employee information including personal file and training records, disciplinary records will be kept for 6 years after employment ceases.
- Children's information including accident records, medication records and registers will be kept for a reasonable period of time after children have left the setting. E.g. until after the next Ofsted inspection.
- DBS information 6 months from the date the staff member left the setting.
- Parents, employees will notify us if they wish for the data we hold to be destroyed. Any information we receive will be securely stored.

### **Information we collect from your use of our website**

With regard to each of your visits to our site we will automatically collect the following information:

Technical information such as the internet protocol (IP) address used to connect your device to the internet, whereabouts you connected to our service, your internet service provider (ISP) and what type of device you are using to access our service; Also cookies are used by google analytics to allow the website to function, to collect useful information about visitors and to help to make your user experience better. Some of the cookies we use are strictly necessary for our website to function, and we don't ask for your consent to place these on your computer. For more information about our use of cookies, please see <https://analytics.google.com>

### **Information we receive from other sources**

We are working closely with other organisations, including: Facebook, twitter. When you click on an advert about us or download from a social media site we may receive information about your profile and your expression of interest from those sources.

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**Fun Farm Day Nursery will take several important measures to manage the security of your data including:**

- Carrying out necessary risk assessments.
- Limiting access to data to management and supervisors only.
- Ensuring management and senior staff have received data protection training.
- Limiting the number of copies of data.
- Instant Nursery Manager system has a robust back up system and security measures.
- Limiting transmission of data by email and encrypting files in transit.
- Retaining data only for as long as it is deemed necessary.
- In the unlikely event that a data protection breach compromises our personal data you will be notified of this breach within 72 hours.

Employees, parents and children have the right to request access to the data we hold about you and your organisation at any time. You also have the right to request that your data is destroyed. Please make your request in writing by email to [nursery@funfarm.co.uk](mailto:nursery@funfarm.co.uk) or by post to Fun Farm Day Nursery, Stephenson Road, off Station Road, North Hykeham, Lincoln, LN6 3QU. We will respond to your request within 30 days.

Parents upon signing up to Fun Farm Day nursery will be required to read and sign a privacy notice regarding data receive about them and their child.

All staff members will be required to read and sign an employee privacy notice regarding the data we hold on employees. All staff will be required to do this during their induction.

We also now hold a data catalogue stating the data we collect, where the information is kept, who has access, risks/impact, risk management and the length of time we keep data for.