



General Data Protection Regulation

From May 25, 2018, a new EU "General Data Protection Regulation" dictates how we contact you and how we store your personal data. It formalises our record keeping and gives you specific rights regarding the data we hold about you.

We promise to store and use personal data you provide to us responsibly, whether about yourself or the child, or children, in your care.

We Collect Some Personal Data

We collect contact information so we can keep in touch. This includes your name, postal and email addresses, telephone number, and the name and age of each child who stays with us.

We keep records of your children's progress through the nursery, plus allergy, health and funding information. We also record accidents that may befall them, other incidents involving them, which we share with other professionals, etc..

This is How We Use Your Personal Data

We use this personal data to compile regular child reports and to share them with you. We may also contact you about incidents and problems involving your children, unplanned nursery closures, and other news about the nursery. We will also send you invoices and financial statements, etc..

This is How We Look after Your Personal Data

We store your data carefully, in both paper and computer records. Records and computers are kept securely in our office and the nursery is secured against unauthorised access, day and night.

From time to time, we review individuals' personal data we hold, and delete that no longer required.

Should personal data be stolen from our records, we will notify those involved and the Information Commissioner promptly on discovering such theft.

Your Rights under the Regulation

The Regulation gives you these rights regarding data we hold about you and children in your care:

1. the right to see the data we hold about you
2. the right to correct it if incorrect, or it changes

Should you wish to exercise any of these rights, please contact us in writing, either by email or post. You can find our addresses at the bottom of this page.

If you think we have not behaved correctly under the Regulation, please complain to us in the first instance and we will do our best to correct the situation. You also have the right to make a complaint about how we process your personal data to the [Information Commissioner](#):

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, SK9 5AF

Tel: 0303 123 1113