

Sharing information with others

As a nursery it is necessary for us to collect personal information about you and your child. Sometimes we have to confirm or share information with other organisations, so we ask for your permission to do this as part of the registration process.

Information

We will make sure that the information about you and your child is accurate and up to date when we collect or use it. You can help with this by keeping us informed of any changes to the information we hold.

Information Security

We will keep information about you and your child secure. We will protect your information against unauthorised change, damage, loss or theft. All information collected on paper forms is kept locked away. All computers are password protected.

Keeping Information

We will hold information about you and your child only for as long as the law requires us. After such time, we will dispose of it securely.

Openness

We will tell you what kinds of information we hold and what we do with it.

Access and Correctness

Whenever possible, we will let you see the information we hold about you and correct it if it is wrong.

In General

We will comply with the Data Protection Act (DPA), 1996 and General Data Protection Regulation (GDPR), 2018 and any subsequent legislation on information handling and privacy. We will support you with any questions or problems that you may have regarding the Data Protection Act 1998, General Data Protection Regulation 2018, the Human Rights Act 1998 and the Freedom of Information Act 2000. If we cannot help you, we will give you advice on where to get the information you need.

Our Commitment

We will only collect information that is necessary for what we do. We will be fair in the way we collect this information. We will tell you what we intend to do with the information.

Where possible, we will collect information directly from you. If we collect information about you from someone else, we will make sure you know that we have done this wherever possible.

Types of Information we collect;

- Full names for you and your child.
- Your work address and contact number
- Dates of Birth for you and your child.
- Religion and Nationality of you and your child.
- Your home address
- Your contact numbers (home & work)
- Addresses, names and contact numbers of emergency contacts
- Your email address
- Your child's medical conditions, history & immunisations
- Any specific dietary requirements
- Your National Insurance number
- Your child's NHS number
- Any relevant court order information relating to yourself or your child
- Your child's Birth Certificate (copy)
- A copy of your Driving Licence or Passport (photographic identification)

Whilst your child is with us we store information regarding;

- On going progress & development records
- EyLog learning journal data
- Photographs of your child
- Video footage of your child (observations)
- Accident records
- Medical records
- Any relevant safeguarding/child protection information
- Photographs of yourself and family members for display purpose

Website Privacy Policy,

This privacy policy explains how personal information is collected, used, and disclosed by Tiny Toes Nursery Ltd. It applies to users of our website at www.tinytoesnursery.co.uk

1. INFORMATION WE COLLECT

When you visit our Site, we may collect the following types of information:

- We collect the personal information you provide when you use our services or otherwise communicate with us, such as when you provide contact information, or send us an email. The types of information we may collect include your name, email address, postal address, and telephone number.
- When you access our Site, we may automatically collect certain information about your device and usage of our Site, including your IP address, browser type, device type, operating system, page views, referring URLs, destination URLs, dates and times of site visits, and other such information. We may use cookies, pixel tags, web beacons, or other tracking technologies to collect this information.

2. HOW WE USE YOUR INFORMATION

We use the information we collect for several purposes, such as:

- To provide, operate, maintain, improve, and promote the Site and our services.
- To enable you to access and use our Site and services.
- To process and complete transactions, and send you related information, including confirmations and invoices.
- To send transactional messages, such as responding to your comments, questions, and requests; providing customer service and support; and sending you technical notices, updates, security alerts, and support and administrative messages.

3. HOW WE SHARE YOUR INFORMATION

We may share the information we collect in certain circumstances, including the following:

- We may share your information with third-party service providers that provide services on our behalf, such as payment processing, data analysis, email delivery, hosting services, customer service, and marketing assistance.
- We may disclose your information if required to do so by law or in the good faith belief that such action is necessary to comply with a legal obligation, protect and defend our rights or property, protect the personal safety of users of the Site or the public, or protect against legal liability.

4. SECURITY

We take reasonable measures, including administrative, technical, and physical safeguards, to protect your information from loss, theft, misuse, unauthorized access, disclosure, alteration, and destruction. However, the internet is not 100% secure, and we cannot ensure or warrant the security of any information you provide to us.

5. CHILDREN'S PRIVACY

Our Site is not directed to children, and we do not knowingly collect personal information from children under the age of 13. If we find out that a child under 13 has given us personal information, we will take steps to delete that information. If you believe that a child under the age of 13 has given us personal information, please contact us at loucas@tinytoesnursery.co.uk