

# DATA PROTECTION & PRIVACY POLICY

Cranford Nursery School needs to gather and use certain information about individuals.

Your Privacy is important to Cranford Nursery School so we have a number of privacy notices which cover how we collect, use, transfer and store your personal information.

All your personal information shall be held and used in accordance with The General Data Protection Regulation 2018

Cranford Nursery School is the data controller of your Information.

Cranford Nursery School is committed to protecting all individual's rights of freedom and privacy.

## **Why this policy exists**

This data protection policy ensures Cranford Nursery School:

- Complies with data protection law and follows good practice.
- Protects the rights of staff and customers.
- Is open about how it stores and processes individual's data.
- Protects itself from the risks of a data breach.

## **Policy Scope**

This policy applies to:

- All staff and volunteers of Cranford Nursery School.
- All contractors, suppliers and other people working on behalf of Cranford Nursery School.
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It applies to all the data that the company holds relating to identifiable individuals, even if that information technically falls outside the General Data Protection Regulation Act 2018. This can include:

- Names of individuals.
- Postal addresses.
- Email addresses.
- Telephone numbers.
- Plus any other information relating to individuals.

## **Storage of Data**

The data you provide to us will be stored in our software systems. Personal data held within a software system will be securely protected with individual logins, which will only be given to those who need to access the data.

## **Your data subject rights**

You may request access to all your Information that we collect online and maintain in our database by emailing us at the following address: [cranfordnursery@yahoo.com](mailto:cranfordnursery@yahoo.com)

We are obliged under GDPR to complete your request free of charge and within 1 month of receipt of the request

This privacy policy sets out how Cranford Nursery uses and protects any information that you give the nursery and when you use our website and Face Book site.

Cranford is committed to ensuring that your privacy is protected. Our website does not allow for you to be identified or to give any personal information.

Our Face Book is a closed Parents only group, please ensure you have your own personal security settings in place on your account. We do share photographs on our Facebook page and for advertising please inform nursery in writing if you do not want your child on the these.

Should we ask you to provide certain information on paper by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

Cranford may change this policy from time to time by updating this policy. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 1st August 2018

**What we collect:** We collect the following information:

- Name, address & Contact information including email address.

## **What we do with the information we gather**

Our registration forms gather information from you so that we can understand your needs and provide you with a better service, we use this information for:

- Internal record keeping.
- We may use the information to improve our products and services.
- We use the information to contact you.

## **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we do not collect your personal information on line via our website.

## **Cookies**

We do not use cookies.

Our website does not contain links to other websites. It does link you to our inspection report.

## **Controlling your personal information**

We do not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Isle of Man Data Protection Act 2018. A small fee will be payable. If you would like a copy of the information held on you please write to Fiona Harcourt, 116 Woodbourne road, Douglas IM2 3BA.

If you believe that any information we are holding on you is incorrect or incomplete, please write or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

**If a breach of personal data has been made that is written or processed electronically then we will inform the IOM Information Commissioner within 72 hours of the notice (see Information Commissioners website for more definitions)**

“In the case of a personal data breach, the controller shall without undue delay and, where feasible, not later than 72 hours after having become aware of it, notify the personal data breach to the supervisory authority competent in accordance with Article 55, unless the personal data breach is unlikely to result in a risk to the rights and freedoms of natural persons. Where the notification to the supervisory authority is not made within 72 hours, it shall be accompanied by reasons for the delay.”

**Cranford nursery reserves the right to terminate a parents contract with immediate effect and withdraw a nursery place. A letter of immediate notice will be given to the parent stating that the nursery place has been withdrawn.**