



Phoenix Kindergarten Privacy Policy (Notice)

Our contact details

Name: Phoenix Kindergarten

Address: The Old Orchard 83a Awsworth Road, Cossall, Nottinghamshire NG16 2SA

Phone Number: 07900804447

E-mail: admin@phoenixkindergarten.org.uk

Website: <https://phoenixkindergarten.org.uk>

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details) National Insurance number, childcare information, emergency contact details and bank details (for payment)

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

To apply for a childcare place

We use the information that you have given us in order to :

Make sure we have all your contact information correct (address, email and telephone details) should we need to contact you in case of a child being ill or in an emergency.

To make sure we can get our correct allocation through the funded childcare provision.

The only instance we may have to share your information or pass personal information to a third party would be in cases of safeguarding concerns or to other settings if records are requested (Assessment and Observation Parent/Carer Consent Form)

We may share this information with Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You can remove your consent at any time. You can do this by contacting us at the address above

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored.

We keep your personal information for 2 years after your child leaves the setting. We will then dispose your information by shredding it and disposing of it in accordance with our GDPR Policy.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at admin@phoenixkindergarten.org.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at admin@phoenixkindergarten.org.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>