

The Little Red Hen Nursery Privacy Policy
(compliant with General Data Protection Regulation 25th May 2018)

The Little Red Hen Nursery School is committed to protecting your privacy when using our web site. Our Data Protection policy, which is managed by **The Little Red Hen Nursery School** informs you of how we use any information you give to us and the ways in which we protect your privacy. We ask you to read it carefully. We may be required to change it from time to time so we also ask you to check it occasionally to make sure you are aware of the latest version.

How we comply with the Data Protection Act of 1998 and General Data Protection Regulation: (25th May 2018)

We treat any personal information (which means data from which you can be identified, including your name, address, e-mail address, etc) that you provide us, or that we obtain from you, in accordance with the provisions of the Data Protection Act. Under this Act, we have a legal duty to protect any information we collect from you. Any amendments to this policy will continue to be in accordance with the provisions of the Data Protection Act 1998.

What personal information we collect:

We collect the personal data that you volunteer on forms which you submit to us (including but not limited to registration, feedback, survey), and in e-mails which you send to us. The personal data we collect will, in some instances, be specifically used to respond to an enquiry raised by you, and, in other instances (as described above) are used to allow us to develop our site in a way that will enhance the on-line experience of the greatest number of users. We may also, from time to time, ask you for, or enable you to provide, additional information so that we can improve your visits to our site. There will be no obligation on you to provide this information.

Data collected on your children as part of the Free Nursery Education Place process which is the grant you receive will be kept on a secure data base and used by the council:-

- to ensure that there is no duplication of payments
- as part of the audit process undertaken on all settings by a monitoring officer
- Collectively to report on the take up of this provision including ethnic profile of take up.

Wandsworth Council will not pass to a third party information that would clearly identify your child.

The Nursery will be able to provide you with a copy of their data protection policy on request.

What we do with personal information:

We would never sell, trade or rent your personal information to other parties. Your personal information will be used only for the purposes of communicating with you in relation to The Little Red Hen Nursery School, for assessment and analysis to enable us to review, develop and improve our website, or for any other purposes to which you have given your consent. Data is used only for the purpose it has been originally collected for. An audit of data collected ensures any duplicated or not required information to fulfil our role as early years providers have been removed as well as asking parents to regularly update their information so we hold accurate information.

Where your personal data is held:

Any information obtained via this web site will be electronically held by **The Little Red Hen Nursery School**. We take the normal precautions of backing up all data so that any loss may be restored with the least possible delay.

Accessing and browsing 'The Little Red Hen Nursery School' web pages without disclosing personal data:

You can access our web site without disclosing any of your personal data. We maintain log files that allow us to record visitors' use of the site. We analyse log file information from all our visitors, which we use to make changes to the layout of the site and to the information in it, based on the way that visitors move around it. Log files do not contain any personal information and they are not used to identify any individual patterns of use of the site.

Use of cookies:

Cookies are pieces of data that are often created when you visit a web site and are stored in the cookie directory of your computer, either temporarily or permanently. The **Little Red Hen Nursery School** web site uses cookies only to measure how you interact with our site; this does not include any personal information and remains anonymous.

Disclosing users' personal data to third parties:

We do not disclose your personal data to any third parties or we are required to do so by law for information such as a court order, witness summons, or complaint from governmental authorities.

What happens when you follow a link to another web site:

The **Little Red Hen Nursery School** web site contains no links to other web sites. This privacy statement applies only to our web site, so you should always be aware when you are moving to another site and read the privacy statement of that site which collects personal information. We do not pass on any personal information you have given us to any other web site.

Contacting us in relation to web site privacy matters:

If you have any questions or concerns about our privacy statement and practices, please contact us at **The Little Red Hen Nursery School**