

Privacy Policy

Introduction

This privacy notice is intended to be read by prospective and current parents, guardians and carers. This privacy notice describes how we, First Steps Childcare Group Ltd, collect, use and protect your information. In this context we are called a Data Controller.

The information we hold about you comes from the way you engage with any of our nursery. This includes information you provide at the point of registration with the nursery.

You should refer to this document for the full details of our privacy notice. To access this privacy notice in an alternative format please contact the Information Governance team via dp@chichester.ac.uk.

About the Group

First Steps Childcare Group Ltd is a childcare provider in West Sussex consisting of four nurseries: Chichester, Bersted, Brinsbury and Worthing

Name: First Steps Childcare Group Ltd

Address: Chichester College, Westgate Fields, Chichester, West Sussex, PO19 1SB

E-mail: dp@chichester.ac.uk

Data Protection Officer: Mike Kemp

First Steps Childcare undertakes to obtain and process data safely and fairly and hold information about your child for specific purposes allowed by law. As an Early Years provider, we will hold information for the following:

- Information that will enable us to support your child's development, to monitor their progress, to provide appropriate care and education, and to assess the quality of the services that the setting provides.
- Basic identifying information for each child (name, address, gender, date of birth), name and contact details for a child's parent or carer, bank account details for bill payers' purposes, primary medical practitioner (GP Practice), other medical services as appropriate, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical & dietary information.

We will endeavor to ensure that the data held will be as accurate and up to date as reasonably possible. The data we hold will be adequate, relevant and not excessive in relation to the purpose for which it is being held. Data held about individuals is kept securely and for no longer than necessary for the purposes registered, in accordance with Data Protection guidelines. We are required by law to hold data for the relevant retention periods and once this has expired, all personally identifiable information will be erased or destroyed appropriately.

First Steps Childcare will only disclose data about individuals with their consent and this consent can be withdrawn at any time. However, there are some exceptions where we may be required to disclose data without explicit consent. They are:

- ♦ Children's data to authorised recipients in respect of children's health, safety and welfare.
- ♦ Children's data to authorised recipients in relation to the child's education and administration necessary for First Steps Childcare to perform its statutory duties and obligations.

Access to the data held will be strictly limited to and will be released to practitioners only if they need to know the information to undertake their role. All practitioners and administration support staff will have relevant training and have undergone rigorous checks and appropriate security clearance.

Who we share student information with and why we share it

We do not share information about your child with anyone without consent unless the law and our policies allow us to do so. Where we are processing data on the basis of legal obligation, individuals have no right to erasure, right to data portability or right to object.

We routinely share information with: social services, public authorities and law enforcement bodies.

Storing Children's Data

We hold your children's data securely for the set amount of time shown within the Chichester College Group [data retention policy](#). Different types of data and documents are kept for different lengths of time depending on several factors.

Your child's data is stored within the UK and other countries deemed adequate by the UK government. If there is a need to process personal data in another territory, First Steps will ensure that relevant security measures are in place to protect your personal data. This will be achieved by placing contractual obligations on those receiving your personal data or by ensuring that the recipients have subscribed to relevant international frameworks that aim to ensure adequate protection.

Your data protection rights

Children, as data subjects, have certain rights under the law that can be exercised on their behalf by parents if they are too young to do so themselves.

- The right of access – You have the right to ask us for copies of your child's personal information. If you want to see the personal data held about your child by First Steps, you should make a 'data subject access request'.
- The right to rectification – You have the right to ask us to rectify your child's personal information that you think is inaccurate. You also have the right to ask us to complete information that you think is incomplete.
- The right to erasure – You have the right to ask us to erase your child's personal information in certain circumstances. Where information is processed as part of our legal obligations or under public task, this right does not apply.

- The right to restriction of processing – you have the right to ask us to restrict the processing of your child’s personal information in certain circumstances.
- The right to object to processing – you have the right to object to the processing of your child’s personal information in certain circumstances.
- The right to data portability – you have the right to ask that we transfer your child’s personal information to another organisation, or to you, in certain circumstances.
- The right to withdraw consent. This means that, if we are relying on consent as the legal basis for using personal data, you are free to withdraw that consent on behalf of your child at any time.

You are not required to pay any fee to use any of your data protection rights. First Steps will respond to a request within one calendar month from the date we receive your request.

If you wish to access the personal data held about your child, then please contact us. Requests can be received in any format however, the easiest way to make a request is to email dp@chichester.ac.uk. You can also make your request in person to any staff member. Your request should include your details, for example your name, your child’s name and their date of birth. When making a ‘data subject access request’, the request should also specify what information you would like to receive. We are required to verify your identity and therefore ask, where possible, you include a copy of official identification with your request.

How to complain

If you have any concerns about how First Steps collects or processes your personal information, you can make a complaint to First Steps by emailing dp@chichester.ac.uk.

We ask that in the first instance you give us the chance to put things right. However, you can also raise any complaint with 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>

Privacy notice revisions

This privacy notice will be kept under review and changes will be published to our website. This document was last updated in August 2024.