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# Generated privacy notice - education and childcare

## Busy Bees Preschool customer privacy notice

This privacy notice tells you what to expect us to do with your personal information.

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## Contact details

### Post

Southwick Methodist Church, Manor Hall Road, Southwick, BRIGHTON, BN42 4NA, GB

### Telephone

07804942495

### Email

Busybeesswick@hotmail.co.uk

## What information we collect, use, and why

We collect or use the following information **for student education and welfare**:

* Names and contact details for students/children
* Names and contact details for carers
* Gender
* Date of birth
* Dietary requirements (including vegetarian, vegan, gluten free and halal requirements)
* Special Educational Needs and Disabilities (SEND) or additional support information (includes reasonable adjustments and special educational needs and disabilities)
* Welfare information (includes family and home life circumstances and history)
* Photographs
* Attendance and reason for absence data
* Progress reports
* Information relating to compliments and complaints

We also collect or use the following information **for student education and welfare**:

* Racial or ethnic origin
* Religious or philosophical beliefs
* Health information

We collect or use the following personal information for **dealing with queries, complaints or claims**:

* Names and contact details
* Address

We collect or use the following information **for recruitment purposes**:

* Contact details (eg name, address, telephone number or personal email address)
* Date of birth
* National Insurance number
* Employment history (eg job application, employment references or secondary employment)
* Education history (eg qualifications)
* Right to work information
* Details of any criminal convictions (eg DBS, Access NI or Disclosure Scotland checks)
* Security clearance details (eg basic checks and higher security clearance)

We collect or use the following information **to comply with legal requirements**:

* Identification documents
* Health and safety information
* Criminal offence data (including Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)

We also collect or use the following information **to comply with legal requirements**:

* Racial or ethnic origin

## Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

* **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [You can read more about this right here](https://ico.org.uk/for-organisations/advice-for-small-organisations/create-your-own-privacy-notice/your-data-protection-rights/#roa).
* **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [You can read more about this right here](https://ico.org.uk/for-organisations/advice-for-small-organisations/create-your-own-privacy-notice/your-data-protection-rights/#rtr).
* **Your right to erasure** - You have the right to ask us to delete your personal information. [You can read more about this right here](https://ico.org.uk/for-organisations/advice-for-small-organisations/create-your-own-privacy-notice/your-data-protection-rights/#rte).
* **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [You can read more about this right here](https://ico.org.uk/for-organisations/advice-for-small-organisations/create-your-own-privacy-notice/your-data-protection-rights/#rtrop).
* **Your right to object to processing** - You have the right to object to the processing of your personal data. [You can read more about this right here](https://ico.org.uk/for-organisations/advice-for-small-organisations/create-your-own-privacy-notice/your-data-protection-rights/#rto).
* **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. [You can read more about this right here](https://ico.org.uk/for-organisations/advice-for-small-organisations/create-your-own-privacy-notice/your-data-protection-rights/#rtdp).
* **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [You can read more about this right here](https://ico.org.uk/for-organisations/advice-for-small-organisations/create-your-own-privacy-notice/your-data-protection-rights/#rtwc).

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

### Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information **for student education and welfare** are:

* Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
* Contract - we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
* Legal obligation - we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
* Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
	+ As an early Years setting we need certain information as a statutory requirement

Our lawful bases for collecting or using personal information for **dealing with queries, complaints or claims** are:

* Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Our lawful bases for collecting or using personal information **for recruitment purposes** are:

Our lawful bases for collecting or using personal information **to comply with legal requirements** are:

* Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
* Contract - we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

## Where we get personal information from

* Directly from you
* Regulatory authorities (eg HMRC)
* Parents or carers
* Local authorities or local councils
* Other education establishments
* Health care providers
* It is mostly from parents/carers

## How long we keep information

Busy Bees is required to keep registers of children’s attendance for three years once they have left.

we are required to keep Accident/incident reports on the children for three years once they have left.

We are advised to keep contracts and children’s record forms for 3 years

Childs learning development records leave with the child and any copies held by us will be destroyed.

A copy of the child’s two-year progress check will be retained for three years once they have left.

Any photographs used for advertising will also be subject to separate consent.

## Who we share information with

### Data processors

**Lorna Rayner Manager**

This data processor does the following activities for us: All admin tasks

### Others we share personal information with

* Parents and carers
* Local authorities

## How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we’ve used your data after raising a complaint with us, you can also complain to the ICO.

The ICO’s address:

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

Helpline number: 0303 123 1113

Website: [https://www.ico.org.uk/make-a-complaint](https://ico.org.uk/make-a-complaint/)

## Last updated

13 November 2024