Privacy Notice - General

1. Purpose

Home from Home Nursery (Worthing) Limited (known there after as 'We' or 'Us') is a company incorporated and registered in England and Wales (company number 9595581) with its registered office address 2nd Floor, Stanford Gate, South Road, Brighton BN1 65B. As an employer Home from Home must meet its contractual, statutory and administrative obligations.
This privacy notice describes what to expect when Home from Home collects and uses personal information about children and parents of children who attend Home from Home Nursery, (known collectively as "You" or "Your"), in accordance with the General Data Protection Regulation (GDPR) 2018.

Home from Home Worthing holds information on children and their families in order to support their development, monitor their progress; apply for funding; provide appropriate pastoral care and self-evaluate their provision for the purposes of Ofsted inspections

From time-to-time Home from Home is required to pass on some of this data to WSCC, the Department for Education (DfE) and to agencies that are prescribed by law and Ofsted. In particular supporting children to school transition and this information is passed to WSCC and receiving schools to help meet a child's needs. Any such organisation will have their own Privacy Notice.
We may update this notice at any time but if we do so, we will provide You with an updated copy of this notice as soon as reasonably practical.

2. Data controller

Home from Home Nursery is a "data controller". This means that We are responsible for deciding how We hold and use personal information about You. We are required under data protection legislation to notify You of the information contained in this privacy notice. https://ico.org.uk/for-organisations/

Home from Home Nursery Worthing complies with the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. ZA191256).

The Data Protection Officer (DPO) for the nursery school is Julia Pattenden.

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary. Please see Appendix B for the lawful basis for processing personal data.

We are the controller for this information unless this notice specifically states otherwise. This notice should be read in conjunction with Our other corporate policies and procedures. When appropriate we will provide a 'just in time' notice to cover any additional processing activities not mentioned in

this document.
It is important that you read and retain this notice, together with any other privacy notice We may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

3. Contents

The following sections are included in this policy document:

1. Purpose
2. Data Controller
3. Contents
4. Data Protection Principles
5. The kind of Information we hold about you
6. How will we use the information about you
7. How do we collect your personal information
8. What personal data do we process and why
9. How we use particularly sensitive information
10. Data Sharing
11. Storing Child and Parent/Carer data
12. Data Retention
13. Rights of access, correction, erasure and restriction
14. Right to withdraw Consent
15. Changes to this Privacy notice
16. Complaints to the Information Commissioner's Office ICO
17. Review
18. Version Control

Appendix A – Data Processors
Appendix B – Lawful basis for Processing your personal data

4. Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:
1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told You about.
6. Kept securely.

5. The kind of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).
There are "special categories" of more sensitive personal data, which require a higher level of protection, such as information about a person's health or sexual orientation.

6. How we will use information about you?

We will only use your personal information when the law allows us to. Most commonly, we will use Your personal information in the following circumstances:

1. Where we need to perform the contract, we have entered into with you
2. Where we need to comply with a legal obligation
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
4. Where there is explicit consent
5. For the establishment, exercise or defence of legal claims or wherever courts are acting in their judicial capacity

We may also use your personal information in the following situations, which are likely to be rare:
1. Where we need to protect your interests (or someone else's interests).
2. For reasons of public interest in the area of public health
3. For reasons of substantial public interest, based on law, which is proportionate in the circumstances and which has provided measures to safeguard the fundamental rights and the interests of the data subject

7. How do we collect your personal information?

Whilst the majority of information You provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to Us or if You have a choice in this.

The Early Years Foundation Stage (Welfare Requirements) Regulations 2012 place a legal obligation upon us to collect and process much of the information detailed above. Therefore, we do not require your consent to collect this information as we have a fair and lawful reason for doing so.

All forms collecting data will clearly state our lawful basis for processing the information You supply and where the request is voluntary or consent is required this will be clearly stated.

- We collect personal information about children and parents of children through the application and registration process, directly from parents.
- We may sometimes collect additional information from third parties including WSCC, Tax-free Childcare and various government agencies and providers of professional services such as Speech and Language therapists

8. What personal data do we process and why?

We process the following categories of personal data:

<u>Information related to your child's contracted attendance at Home from Home</u>
We hold the following information hard copy and/or on Famly and also WSCC funding portal to administer the contract of attendance entered into with you with regard your child's attendance and provide care for your child in line with our statutory obligation's

- Childs personal information (such as name, date of birth and address and contact details)

- Parent/carers details (such as name, date of birth, address and National Insurance/National Asylum Seeker Service Number)
- Child and Parents/Carers Characteristics (such as, gender ethnicity, language, nationality, country of birth, religion, marital status)
- A copy of Childs and Parents/Carers passport of similar photographic identification and/or proof of address documents such as Your driving licence
- Emergency contacts and their contact number
- Bank account details
- Tax free childcare account details
- Childs Attendance information (such as sessions attended, number of absences and absence reasons, behavioural information, details of any exclusion information,)
- Childs and Parents/Carers Personal characteristics relating to family health and environment,
- Where children go after they leave us
- Any special educational needs or disabilities as well as relevant medical information
- Annual reports that outline a child's learning/developmental progress and characteristics

Information relating to health and wellbeing information

We use the following to comply with our legal obligations and to ensure the health, safety and well being of children in our care.

- Health and wellbeing information either declared by the parent or carer from doctors' certificates, health checks, referrals and reports and sick notes
- Accident and Incident records
- Information provided by parents/carers regarding Protected Characteristics as defined by the Equality Act. This includes racial or ethnic origin, religious beliefs, disability status and gender identification.

Surveys

The data collected from surveys is held in the cloud-based platform Smart Survey. Any data collected by Smart Survey for us is stored on UK servers. A link to their privacy notice can be found in Appendix A. Employees at Smart Survey cannot gain access to this data. The data is only available to a small number of Home from Home employees that are responsible for running or administrating the particular survey. Most survey questions require quantitative responses; however, some free text boxes are included. We would advise you not to share identifiable information about yourself in these boxes if you wish to remain anonymous. When appropriate we will also provide 'just in time' privacy information regarding specific surveys.

Car parking

We may hold vehicle licence plate details linked to you to ensure compliance with our planning consent restrictions. These details are deleted when a child leaves Home from Home.

Some of the above grounds for processing will overlap and there may be several grounds, which justify our use of a Childs, Parent or carer's personal information.

If Parents of children attending Home from Home fail to provide personal information

If you fail to provide certain information when requested, we may not be able to perform the respective contracts we have entered into with you or we may be prevented from complying with our respective legal obligations to you

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you, as is appropriate in the circumstances, and we will explain the legal basis, which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, as relevant to the circumstances, in compliance with the above rules, where this is required or permitted by law.

9. How we use particularly sensitive personal information

" Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate policy document and safeguards, which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances:

1. In limited circumstances, with Employee explicit written consent.
2. Where We need to carry out our legal obligations or exercise rights in connection with Employee employment.
3. Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our occupational pension scheme.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect Your interests (or someone else's interests) and where You may not capable of giving consent, or where You have already made the information public.

We collect and hold personal information relating to the children that attend Home from Home and those involved in their care, we may also receive information from previous schools, the local authority(s) and/or the Department for Education (DfE).

We use this personal data to:

- Claim Funding Entitlement (FE) for 9 months, 2, 3 and 4 year olds
- Identify children's needs through Integrated Health Checks and Cohort tracking – support children's welfare
- Identify children and family needs through Children's Learning and Well-Being Audits – monitor and report on progress
- Provide inclusion support
- Safeguard vulnerable children
- Inform Early Years Planning and Review Meetings
- Support effective transitions
- Assess the quality of our services
- Process any complaints
- In the prevention and detection of crime
- Ensure public funds are administered and spent in line with statutory Guidance and/or Code of Practice.

10. Data sharing

In some circumstances, such as under a court order, we are legally obliged to share information. We may have to share Children and Parent/Carer data with third parties, including government agencies, for example, we may share information about you with HMRC, DWP or WSCC for the purpose of establishing entitlement to support with childcare and third-party service providers.
We require third parties to respect the security of your data and to treat it in accordance with the law.

Do we use any data processors?
Yes - a list of our current data processors can be found at Appendix A.

Your rights in relation to this processing
As an individual you have certain rights regarding our processing of your personal data, including a right to lodge a complaint with the Information Commissioner as the relevant supervisory authority.

Why might the Nursery share Child and Parent/Carer information with third parties?
We will share Your personal information with third parties where required by law, where it is necessary to administer the working relationship with You or where we have another legitimate interest in doing so.

Which third-party service providers process my personal information?
" Third parties" includes third-party service providers (including contractors and designated agents), local authorities, regulatory bodies, and training providers. The following third- party service providers process personal information about you for the following purposes:

We may pass data to:

- Local authority – WSCC for the purpose of administering funding and our statutory responsibilities with regard caring for children
- Regulatory bodies – for ensuring compliance and the safety and welfare of the children with whom we have a duty to co-operate (such as Early help Service WSCC, police, social services and the health visitor).
- Schools that a pupil attends after leaving this school
- The Department for Education (DfE)
- Nursery Management system - Famly
- NHS
- Third-party organisations, as allowed by law
- Agencies that provide services on our behalf

Ofsted use this information to produce statistics which inform various decisions but without identifying individual children. Ofsted holds no records of individual's children's progress. However, it does use information about the achievement of groups of children to help inform its judgements about the quality of education in Early Years Providers.

The DfE uses information about children and pupils for research and statistical purposes; to allocate funds; to inform, influence and improve education policy and to monitor the performance of the education and children's services as a whole

How secure is my information with third-party service providers and other entities in our

group?
All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use Your personal data for their own purposes. We only permit them to process Your personal data for specified purposes and in accordance with our instructions.

When might you share my personal information with other entities in the group?
We will share your personal information with other entities in our group as part of our day-to-day administration requirements.

What about other third parties?
We may share your personal information with other third parties, for example in the context of the possible sale or restructuring of the business. In this situation we will, so far as possible, share anonymised data with the other parties before the transaction completes. Once the transaction is completed, we will share your personal data with the other parties if and to the extent required under the terms of the transaction.
We may also need to share your personal information with a regulator or to otherwise comply with the law.

11. Storing child and parent/carer data

Data can only be accessed at the nursery during operational hours. Data stored hard copy is filed in files the Nursery Office which is locked when the nursery is not operational.
Data stored on Famly can only be accessed via a mobile device during operational hours. Please refer to the Acceptable Use Policy & Procedure and Mobile device Acceptance & User Policy for policies in this area. Mobile devices for the use of Famly are stored on site at all times. All employees who have key person responsibility and senior employees have access to this data during working hours. Physical and electronic records are held for each child in attendance.
You can request child & parent/carer information by emailing nursery@worthingnurseryschool.co.uk or by submitting an access request to accessicoinformation@ico.org.uk. You can also make a verbal request for your information. You will not be able to take away your physical file. Your request will be handled outside the case management area with restricted access. We will consult internally with employees who might hold personal data about you.

Transfers of personal data
We don't routinely transfer children and parent/ carer personal data, unless required under law, but when this is necessary, we ensure that we have appropriate safeguards in place.

12. Data retention

How long will you use my information for?
We will only retain your personal information for as long as necessary to fulfill the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our Retention schedule, which is available from the DPO. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes

through other means, and the applicable legal requirements.
In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an Employee, we will retain and securely destroy your personal information in accordance with our data retention schedule OR applicable laws and regulations.

E.g.
Children with SEND: until aged 25
Financial Purposes: up to 7 years

Information will be held in accordance with the Information and Records Management Society Tool Kit for Schools.

https://irms.site-ym.com/page/SchoolsToolkit

13. Rights of access, correction, erasure and restriction

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your child's attendance with us.

Your rights in connection with personal information

Under certain circumstances, by law You have the right to:

- Be informed of data processing which is covered by this Privacy notice
- Request access to your personal information (commonly known as a "data subject access request").
  This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation, which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party. If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the manager in writing.
- Data portability (for e.g., allowing you to move, copy or transfer personal data from one environment to another in a safe and secure way)

- Intervention in respect of automated decision making (for example claiming funding)
- Complain to the Information Commissioner's Office

To exercise any of these rights please contact the DPO

No fee usually required
You will not have to pay a fee to access Your personal information (or to exercise any of the other rights).

What we may need from you
We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of Your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

14. Right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of Your personal information for a specific purpose, you have the right to withdraw Your consent for that specific processing at any time. To withdraw your consent, please contact the Nursery Manager by email: nursery@worthingnurseryschool.co.uk once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Children as data subjects, have certain rights under GDPR 2018, including a general right to access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so them selves. If you wish to access the personal data held about you or your child by Home from Home Nursery School Worthing, please contact the DPO by email: Julia@worthingnurseryschool.co.uk or write to Data protection Office, 69 Grand Avenue, Worthing, West Sussex, BN11 5BE.

15. Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you would like to discuss anything in this privacy notice, please contact: The Data Protection Officer who has the responsibility for monitoring this privacy notice; Contact the DPO by email: Julia@worthingnurseryschool.co.uk or write to Data protection Office, 69 Grand Avenue, Worthing, West Sussex, BN11 5BE.

16. Complaints to the information commissioner's office (ICO)

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal review procedure. The Information Commissioner can be contacted at:

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

You can also raise concerns via https://ico.org.uk/concerns/ or telephone 0303 123 1113.

17. Review

This document will be reviewed annually or in line with any statutory changes or changes in procedure or process.

18. Version Control

Version	Date	Status	Comments	By
1	May 2018	Issued		Julia Pattenden
2	January 2024	Rewritten	Updated in line with the Privacy Notice for Employees and reformatted into policy format & added version control	Julia Pattenden
3	June 2025	Reviewed		Sophie Eade
4	June 2026	Reviewed		Sophie Eade

Appendix A – Data Processors

Data Processor	Purpose	Privacy notice link
Dept. work & Pensions	Support of childcare costs	https://www.gov.uk/government/organisations/department-for-work-pensions/about/personal-information-charter
Early Help Services – WSCC & government agencies	Support the needs of families where needs are not being met by routine services	https://www.westsussex.gov.uk/about-the-council/information-and-data/data-protection/privacy-notices/early-help-privacy-notice/
Famly	Software Management system	https://www.famly.co/terms/privacy-policy
Facebook	Social Media Platform	https://www.facebook.com/privacy/policy/
HMRC	Tax and NI information	https://www.gov.uk/government/publications/data-protection-act-dpa-information-hm-revenue-and-customs-hold-about-you
Instagram	Social Media Platform	https://help.instagram.com/155833707900388
Santander	Payment of monies	https://www.santandercb.co.uk/privacy-policy
Smart Survey	Staff surveys	https://www.smartsurvey.co.uk/security
Tax Free Childcare	Government Portal to manage funding tax free childcare	https://childcare-support.tax.service.gov.uk/privacypolicyparents
Tsohost	Email and website host	https://www.tsohost.com/legal/privacy-policy
WSCC - Government	Funding & compliance	https://www.westsussex.gov.uk/privacy-policy/

Appendix B - Lawful basis for processing your personal data

Depending on the processing activity, we rely on the following lawful basis for processing your personal data under the GDPR:

• Article 6(1)(b) which relates to processing necessary for the performance of a contract. .

• Article 6(1)(d) in order to protect your vital interests or those of another person.
• Article 6(1)(e) for the performance of our public task.
• Article 6(1)(f) for the purposes of our legitimate interest.

Special category data

Where the information we process is special category data, for example your health data, the additional bases for processing that we rely on are:

• Article 9(2)(b) which relates to carrying out our obligations and exercising our rights in employment and the safeguarding of your fundamental rights.
• Article 9(2)(c) to protect your vital interests or those of another person where you are incapable of giving your consent.
• Article 9(2)(f) for the establishment, exercise or defense of legal claims.
• Article 9(2)(j) for archiving purposes in the public interest. In addition we rely on processing conditions at Schedule 1 part 1 paragraph 1 and Schedule 1 part 1 paragraph 2(2)(a) and (b) of the DPA 2018.