



Privacy Statement

As an Organisation we appreciate that the privacy and security of your information is extremely important.

Please see below to see how we collect your personal information. This also explains your rights over any personal information we hold about you.

What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- your name, and contact details, including email address and telephone number;

How do we use your information?

The organisation collects this information once you submit an interest in sending your child to one of our settings. We will only use this to contact you regarding your initial enquiry and to follow up your interest regarding sending your child to one of our nurseries.

How do we store it and who do we share it with?

Data will be stored in a range of different places, including on our Nursery Management software system and a customer database. We will not pass your information onto a third party unless otherwise agreed with yourself.

Who has access to data?

Your information is accessed by the Marketing team and the relevant Nursery Management team of which you are enquiring for.

The organisation will not transfer your data outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the organisation keep data?

We will keep your personal data for as long as is relevant for business purposes only.



Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- Ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact our Data Protection Officer at GDPR@ashbournedaynurseries.com. You can make a subject access request by completing the organisation's Subject Access Enquiry form.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.