



THE LINDENS PRIVACY NOTICE

We are committed to protecting personal information and being transparent about what we do with it, no matter how parents/carers interact with us. We will only process the personal information in accordance with our responsibilities and we won't do anything with the information you wouldn't reasonably expect.

We are required to provide parents/carers with the information in this Privacy Notice under applicable law which includes:

The European Union General Data Protection Regulation (Regulation (EU) 2016/679) ('GDPR') and the Data Protection Act 2018 ('DPA') referred to as the 'data protection legislation'.

In this Privacy Notice we explain how The Lindens uses the personal data we collect from parents/carers and children when parents/carers use our website, email us, complete our Application and Enrolment Forms and send the child to our setting.

TOPICS

- What information we might collect
- How and when we collect data about parents/carers
- How and why we use the information
- Who do we share the information with
- How we protect the information
- How long will we keep the information
- Parents/carer's rights to the personal information
- Changes to our Privacy Notice
- How to contact us

WHAT INFORMATION WE MIGHT COLLECT

When parents/carers engage with us by phone, mail, in person or online, we may collect information about them (referred to in this Privacy Notice as 'personal information'). This includes parents'/carers' name, address, email address, telephone number, job title and details of their education and career, why they are interested in The Lindens, and other information relating to them personally which they may choose to provide to us.

Data protection law recognises that certain types of personal information are more sensitive. This is known as 'sensitive' or 'special category' personal information and covers information revealing racial or ethnic origin, religious



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or philosophical beliefs and political opinions, trade union membership, genetic or biometric data, information concerning health or data concerning a person's sexual orientation.

Sensitive information will only be collected where necessary, for example, we may need to collect health information from parents/carers when they enrol the child. Clear notices will be provided at the time we collect this information, stating what information is needed, and why.

The Lindens will collect the following information from parents/carers:

Personal identification information (name, date of birth, address, email address, phone number)

Attendance information

Information about learning progress

Safeguarding information

Health information (GP name and address, any conditions or allergies we need to know about)

HOW AND WHEN WE COLLECT DATA ABOUT PARENTS/CARERS

We may collect and store information about parents/carers when they interact with us. For example, this could be when parents/carers:

Contact us via our website, email or social media

When they fill in an application form, enrolment form, consent form, health form

WHEN PARENTS/CARERS INDIRECTLY GIVE US INFORMATION

The Lindens collects the child's information in the following ways:

Recording session attendance

Observing behaviour

Assessments

HOW AND WHY WE USE PARENTS'/CARERS' INFORMATION

We will use parents'/carers' personal information for the following purposes:

To contact them with updates of news, events, festivals, and information we think they might be interested in

To process the application for the child to join The Lindens

To better understand and meet the educational, health and social needs of the child

To track the child's progress in order to better understand their learning and develop future activities accordingly

To report back to parents/carers regarding their child's progress in all areas



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For safeguarding and welfare purposes

WHO DO WE SHARE PARENTS'/CARERS' INFORMATION WITH?

We will only use parents'/carers' information for the purposes for which it was obtained. We will not, under any circumstances, sell or share their personal information with any third party for their own purposes, and they will not receive marketing from any other companies, charities or other organisations as a result of giving their details to us.

We will only share parents'/carers' data for the following purposes:

Third party suppliers: We may need to share their information with data hosting providers

Where legally required: We will comply with requests where disclosure is required by law, for example, we may need to disclose their personal information in the case of a safeguarding or child protection issue, when we are required by law to contact the local authority children's social care department.

We may also share parents'/carers' information with the emergency services if we reasonably think there is a risk of serious harm or abuse to them or someone else.

We always aim to ensure that personal information is only used by those third parties for lawful purposes in accordance with this Privacy Notice.

HOW WE PROTECT PARENTS'/CARERS' INFORMATION

We use safeguards to ensure that parents'/carers' personal information is secure. We limit access to information on a need-to-know basis and will ensure that these people are aware that such information is only used in accordance with this Privacy Notice.

HOW LONG WILL WE KEEP PARENTS'/CARERS' INFORMATION

We will keep parents'/carers' personal information for as long as the child is at The Lindens. We may need to retain any safeguarding information for a longer period, for as long as we are legally obliged to do so. We may also transfer information on request to another organisation, such as the child's next setting.



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PARENTS'/CARERS' RIGHTS TO THEIR PERSONAL INFORMATION

Data protection legislation gives parents/carers the right to request access to personal information about them which is processed by us and to have any inaccuracies corrected.

Parents/carers also have the right to ask us to erase their personal information, ask us to restrict our processing of their personal information or to object to our processing of their personal information.

If parents/carers wish to exercise these rights, they can contact us by email, phone or in person. We will respond within 30 days, on receipt of their written request.

Parents/carers should be aware certain individual rights are not absolute. If they would like to make a complaint in relation to how we have handled their personal information, they can contact us. If they are not happy with the response they receive, then parents/carers can raise their concern with the relevant statutory body:

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

CHANGES TO OUR PRIVACY NOTICE

The Lindens keeps its privacy notice under regular review and places any updates on this website. The next review date is Autumn 2021.

HOW TO CONTACT US

If parents/carers have any queries about our Privacy Notice, they can get in touch with us via Email: admin@thelindens.uk or phone 01453762526