



Data Protection Statement for the ACE Website

This statement explains how ACE Nursery School and ACE Day Nursery ("ACE", "we" and "our") handle and use the personal data we collect about the children who attend ACE, their parents/carers, alumni, our past, current and future supporters - whether donors, volunteers or staff - as well as people who contact us either via email, our website or in other communications. Both ACE nurseries are part of ACE Nursery School (Cambridge) Ltd, an incorporated company with registered number 1170191 and charity number 271233.

Developing a good working relationship in terms of communication with ACE families past and present - as well as staff and supporters - allows us to keep in touch with you in order to apprise you of our activities and developments, to provide childcare services to you, and to identify ways in which you can support us and your child/ren through a number of different routes, including engaging in co-op hours, making donations and other forms of non-financial support.

We are committed to protecting your personal information and being transparent about what information we hold. ACE has a data protection policy, a data transporting policy and privacy notices all of which are distributed to parents, staff, volunteers, committee members and students. Copies of these policies are all available on the ACE website.

The following statement sets out how ACE uses your personal data.

Personal data held by ACE

We may hold information relating to you from a number of sources. A significant proportion of the information we hold is that which you provide to us (for example, you may give us information by filling in an ACE application form or a new child information form when your child joins ACE, by contacting us via email/the ACE website or by corresponding with us via telephone, email or otherwise, by making a donation to the ACE bursary fund or by becoming a member of staff/volunteer/student/committee member at ACE). If you are the parent of ACE alumni, some of your personal data is retained when you give your consent to join the ACE holiday playscheme email distribution list and/or the ACE alumni email distribution list, immediately before your child leaves ACE.

Most records contain:

- details of your child/ren (including name, sex, date of birth)
- your contact details (and we update these whenever you let us know that they have changed)
- emergency contact details for your child/children
- personal data on your child/children provided by you for specific purposes (e.g. interests, allergies, special needs, disability and dietary preferences)
- preferences from you in relation to your child/ren's images e.g. consent or otherwise for his/her/their photos to appear in our weekly email updates, newsletters and website;
- information about your areas of interest and expertise, particularly in relation to co-op hours activities
- in the case of alumni, information on which school your child has moved to after ACE
- in relation to staff/volunteers/students/committee members, personal information including contact details, employment history and banking details (where applicable).

We also record, based on information which you provide to us and, in some cases, publicly available information:

- in relation to donors to the ACE Bursary fund, information including names and contact details, history of donations made, as well as details of communications with potential donors.

We occasionally augment the data we hold from publicly available data (e.g. using search engines, Companies House/Charity Commission records and press sources).

How your data is used by ACE

Your data is used by us for a number of purposes in support of providing childcare services, social events, alumni relations, supporter communications and fundraising. These include:

- sending you publications and information (e.g. weekly email updates, electronic newsletters, alumni electronic newsletters, general updates about ACE and information relevant to the ACE parents' committee)
- providing services, including putting ACE parents in touch with other parents (e.g. for organising playdates, birthday parties etc.) with prior permission
- inviting you to social and alumni events
- the promotion of other opportunities and services available to you (e.g. local events external to ACE which may be of interest)
- internal record keeping, including the management of any feedback or complaints

- administrative purposes (e.g. in order to contact you about your child, fees, co-op hours etc.)
- fundraising for the ACE bursary fund
- communicating with staff/volunteers/students about personnel matters, including payroll and appraisals.

Communications to you may be sent by post, telephone or electronic means (principally by email) depending on the contact details we hold.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us using the details listed below.

We will always respect a request by you to stop processing your personal data, and in addition your statutory rights are set out below.

When ACE shares your data with others

We may share data with:

- the ACE Parents' Committee (for example, for the purposes of organising social events)
- other childcare providers, if a child also attends another setting
- Cambridgeshire County Council, in regards to early years entitlements
- schools and/or other settings, as part of the transition process when a child leaves ACE or when a school asks for a reference on a child who attends ACE
- Ofsted, who may require access to our records at any time
- organisations when it is in a child's best interest to do so (for example in a medical emergency we will share medical information with a healthcare professional; if we are worried about a child's welfare, we have a duty of care to follow the Local Safeguarding Children Board's procedures and make a referral)
- other contractors providing services to ACE (for example a payroll bureau)
- organisations like HM Revenue & Customs, in relation to tax credit queries and payroll functions.

How we protect your data

We do not sell your personal data to third parties under any circumstances.

We facilitate communication between individual ACE families and alumni, but in doing so we do not release personal contact details without prior permission.

We don't knowingly transfer your data overseas outside of the European Economic Area. Further information about the measures we use to protect data when being transferred are set out in our Data Transporting Policy.

We retain information for the amount of time recommended by the Pre-School Learning Alliance in its "Record retention periods for records." After the relevant period, documents are shredded or deleted.

Your rights

You have the right to:

- ask us for access to, or rectification or erasure of your data.
- restrict processing (pending correction or deletion)
- object to communications or direct marketing
- ask for the transfer of your data electronically to a third party (data portability)
- lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

The legal basis for processing your personal data for the purposes set out above is that it is necessary for the pursuit of our legitimate interests, or the carrying out of a task in the public interest, or in the exercise of our official authority. We always handle your personal data securely and minimise its use.

The controller for your personal data is ACE Nursery School (Cambridge) Ltd and can be contacted at ace_nursery@tiscali.co.uk or by telephoning 01223 357181.

Please contact us at ace_nursery@tiscali.co.uk if you have any concerns or questions about the above information or you wish to ask us not to process your personal data for particular purposes. Where you have specific requests relating to how we manage your data, we will endeavour to resolve these, but please note that there may be circumstances where we cannot comply with specific requests.

We will retain your data indefinitely if you have agreed to join the ACE alumni email distribution list, in relation to donors to the ACE bursary fund and in respect of records we are required to keep relating to the Company (e.g. minutes of committee meetings, register of directors etc.) or until you request us to do otherwise. We will publish on our website any changes we make to this data protection statement and notify you by other communication channels where appropriate.

Contact

ACE Nursery School

37 Parkside

Cambridge

CB1 1JE

ace_nursery@tiscali.co.uk

01223 357181

If your query relates to ACE Day Nursery, please also use the above contact details and we will liaise internally.

ACE's data protection policy and data transporting policy can be found on the policy pages of the ACE website.

Statement adopted on:

9 May 2018

Due for review in:

Summer Term 2019

Signed on behalf of ACE Nursery School: Sarah Ransome