Privacy Policy

Bournemouth Montessori Centre (BMC) takes your privacy very seriously and, in accordance with the General Data Protection Regulation (GDPR) commits to the following:

BMC asks for personal data about you and your child/ren in order to deliver a childcare service to you. BMC must have a legal basis for collecting this data, and there are six lawful bases:

**(a) Consent:**

The individual has given clear consent for you to process their personal data for a specific purpose.

**(b) Contract:**

The processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

**(c) Legal obligation:**

The processing is necessary for you to comply with the law (not including contractual obligations).

**(d) Vital interests:**

The processing is necessary to protect someone’s life.

**(e) Public task:**

The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

**(f) Legitimate interests:**

The processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual’s personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

BMC will be processing your data under the following bases:

* (a) Consent, (b) Contract, (c) Legal obligation, (d) Vital interest, (f) Legitimate interests

Where BMC requires consent, we will provide a way for you to positively make a decision about the information that you make available and how this is shared.

This information will be collected by BMC as part of the child’s induction to the setting. BMC will be asking for this via our registration form and recording it on paper forms/digitally. We will ask for this information at regular intervals to ensure it is up to date. We will do this by asking you to complete and return our registration form annually.

The information that BMC requires will be:

* Child’s name
* Child’s date of birth
* Child’s address
* Parents’ names, addresses, contact numbers, email
* Who has parental responsibility for the child (e.g. copy of birth certificate)
* Emergency contact names, addresses and contact number
* Home language
* Parent National Insurance number (if eligible for Extended Funding)

The following are classed as “special category data” and BMC must therefore ensure that we meet one or more of the conditions of Article 9 of GDPR as well as the legal bases above:

* Child’s doctor’s name and contact number
* Health clinic/health visitor and contact number
* Any allergies/medical history/ requirements
* Information about immunisations
* Whether the child has any special educational needs or disabilities
* Ethnic group
* Religion

BMC's condition for processing special category data is: "(a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes"

BMC is required to hold and use this personal data in order to comply with the Statutory Framework of England, Ofsted, the Department for Education and local authority Early Years team. It will also include photographs, video, or audio recordings of the child. This data will be used to:

* support your child’s development
* monitor and report on your child’s progress
* share information about activities in our setting
* contact named people in an emergency
* share with other professionals in accordance with legislation
* ensure a contract of service is delivered and maintained
* ensure that this setting receives the statutory funding for which it is eligible.
* (i) managing relationships between the Children's House and current pupils/parents (e.g. Learning Journey); (ii) promoting the Children's House to prospective pupils/parents; (iii) publicising Children's House activities; and (iv) communicating with the Children's House community and the body of former pupils. In respect of (ii), (iii) and (iv), this includes use of such information by the Children's House in/on the prospectus (in whatever format or medium), the website, electronic newsletter and (where appropriate) social media channels:

This data may be, when necessary, shared with:

* Other professionals supporting your child, for example health visitor, pre-school, nursery, school, other health or education professional
* My local authority through the Free Childcare and Early Education Entitlement headcount and annual Early Years Census
* Ofsted
* Any other party to fulfil our legal obligations.

**NHS Track and Trace – Covid-19**

* The law on protecting personally identifiable information, known as the General Data Protection Regulation (GDPR), allows Public Health England to use the personal information collected by NHS Test and Trace Service.
* Therefore if required to do so by the NHS Track and Trace Services, Bournemouth Montessori Centre will provide the contact details of all children and adults that have been in close contact with anyone that has tested positive for Covid-19 within our Centre.
* This is in accordance with Article 6(1)(e)of the GDPR ‘*processing is necessary for the performance of a task carried out in the public interest’.*

If you want to see a copy of the information BMC holds and shares about you or your child then please contact the office on info@bournemouthmontessori.co.uk or 01202 780 010.

BMC is required by law to keep some information about your child for a period of time after a child has left the setting. We will keep a record of this and dispose securely at the correct time.

Please also see our Confidentiality Policy.