



Fun Farm LTD  
 Stephenson Road  
 Off Station Road  
 North Hykeham  
 Lincoln  
 LN6 3QU

01522 692338

**Privacy Notice for Parents/Guardians**

<b>Company Name:</b>	Fun Farm Lincoln Ltd		
<b>Data Champion Name:</b>	Gemma Edwards (Nursery Manager)	<b>Phone/Email:</b>	Nursery@funfarm.co.uk
<b>Last Reviewed:</b>	March 2018		

Type of Data and Source of Data	Purpose of Processing	Grounds for Processing	Retention Period	Recipients of Data
<b>Personnel Data</b> <i>Collected from parent/guardian.</i>	To ensure child's welfare To ensure educational process and smooth transition into school	Performance of contract	Duration of child's stay at nursery	Fun Farm Lincoln (LTD)
<b>CCTV</b> <i>Observations of behaviour, collected by Company</i>	To protect staff and children within the setting	Legitimate Business Interest: Protecting the welfare of children, employees, and company property		Fun Farm Lincoln (LTD)
<b>Photographs</b> <i>Company/individual</i>	Evidence towards children's development records	Consent from parent/guardian		Fun farm Lincoln (LTD)
<b>Cookies used by google analytics</b>	To allow the website to function	To collect useful information from people who visit our website		Fun farm Lincoln (LTD)

You have the following rights with regard to the processing of your child's data. If you wish to enact any of these rights, you should contact **Gemma Edwards (Data Champion)**

1. Right to be informed

We have provided information regarding the processing of data in the Privacy Notice.

2. Right of access

You can gain access to your child's personal data. Where possible, this will be given in an electronic format.



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3. Right to rectification

If you perceive your child's data to be inaccurate or incomplete, you should make a written request for it to be altered. We will strive to respond to your request within one month.

4. Right to erasure

You can request your child's personal data to be erased when processing is no longer required. We will discuss your request with you as soon as reasonable possible.

5. Right to restrict processing

You are able to request a restriction of data processing. This allows us to store your child's personal data, but we will not use it in any processing capacity. We will discuss your request with you as soon as is reasonably possible.

6. Right to data portability

You are able to request data in a commonly used and machine readable form to enable you to reuse your data for your own purposes.

7. Right to object

You have the right to object to data processing. You must do so in writing and clearly state your grounds for objection. We will discuss this with you as soon as is reasonably possible and will stop processing unless we have legal grounds to override your objection.

8. Rights related to automated decision making including profiling.

Your child has the right not to be subject to a decision based on automated processing when it produces a significant effect on yourself or your child. If any automated decision occurs, you are entitled to express your point of view, request human intervention and obtain an explanation of the decision and challenge it if necessary.

If you have concerns regarding the management of your child's personal data, please first contact **Gemma Edwards (Data Champion)**. If they are unable to resolve your issue, then you have the right to complain to a supervisory body (i.e. the ICO) or judicial remedy.

<b>Name of Child:</b>		<b>Name of Parent/Guardian:</b>	
I have read and understood how my child's data will be processed and understand my rights in relation to data processing/retention.			
<b>Signature:</b>		<b>Date:</b>	