

Westmount Day Nursery

order	Parish	Purpose of processing	Categories of personal data we may collect	Third parties who may provide personal data to us	Lawful basis for processing	Who we may share your personal data with*	Transfers outside the EEA	Statutory or contractual requirement	Maximum period we retain your personal data
		Administration of our waiting list, enrolment / registration at the nursery and general correspondence in respect of a child's attendance at the nursery	Child's name, date of birth, parent / guardian / carer's name(s), contact details and marital status. Language details. Alternative contact, health visitor and family doctor details. Details of anyone authorised to collect the child. Nursery hours required. Payment details. Nursery Education Funding status. Start date	None. Applications are only accepted from a child's parent, guardian or other carer with parental responsibility	Contract	n/a	None	Contractual	25 years
		Billing	Hours attended, lunches and other extras provided	n/a	Contract	Nursery Education Fund. Social Security department. Payment and other IT service providers. Auditors	None	Contractual	25 years

		Care of the children attending the nursery	Medical and dietary requirements. Details of any respiratory conditions, allergies or intolerances. Care plan and medication details. Vaccination status. Other details to help us tailor our care for individual children. Emergency contact details	Medical professionals.	Public function	n/a	None	Statutory	25 years
		Children's education	Child's name, date of birth & learning journal observations and assessments. Identity and contact details of parents and others authorised to access the learning journal	n/a	Public function	IT & other service providers	None	Statutory	25 years
		Recording accidents and other incidents	Details of the accident / incident, injuries, others involved, action taken and details of any third parties notified	n/a	Public function	CEYS and other agencies	None	Statutory	25 years
		Assisting children settle into their next nursery or school setting	Child's name and details of their preferences and other characteristics	n/a	Public function	Other nursery or school settings	None	n/a	25 years
		Engagement with the community via social media and the Parish magazine, advertising and marketing	Photographic & video Images of children.	n/a	Consent	IT & other service providers	None	n/a	25 years

		<p>Engagement with Government and other agencies including the Childcare & Early Years Service, Health & Social Services, Family Nursing and Home Care, Child Development & Therapy Centre, Speech & Language Therapy Department, Jersey Child Care Trust, the Nursery Education Fund and re safeguarding</p>	<p>Identity and contact details of children, family members, carers and other professionals or agencies concerned with a child, details of specific concerns and action taken to address those, relevant medical conditions, details of the services needed and the expectations from the relevant agency re the child's learning and development functioning, speech, language, physical, social, emotional and other wellbeing needs</p>	<p>Government & other agencies. Other organisations concerned with a child. Medical professionals.</p>	<p>Public function</p>	<p>Government and other agencies</p>	<p>None</p>	<p>Statutory</p>	<p>25 years</p>
	<p>* excluding other public authorities where disclosure of personal data is in accordance with Jersey Law</p>								