

# Privacy policy

## 1. Introduction

- 1.1 Jack in the Box Day Nursery is committed to safeguarding the privacy of Young people, children and adults that use our services.
- 1.2 This policy applies where we are acting as a data controller with respect to the personal data of Young people, children and adults that use our services in other words, where we determine the purposes and means of the processing of that personal data.
- 1.3 By enrolling at Jack in the Box Day Nursery you hereby agree to the use of your data as outlined in this Privacy Policy
- 1.4 In this policy, "we", "us" and "our" refer to Jack in the Box Day Nursery.

## 2. How we use your personal data

- 2.1 In Section 2 we have defined:
  - (a) the personal data that we may process
  - (b) in the case of personal data that we did not obtain directly from you, the source and specific categories of that data;
  - (c) the purposes for which we may process personal data; and
  - (d) the legal bases of the processing.
- 2.2 We may process your personal data your name, address, telephone number, email address, profile pictures, gender, date of birth, relationship status, interests and hobbies, educational details, medical records. The data may be processed for the legal basis for this processing is legitimate interests, namely the proper administration of our business inline with Ofsted regulations and CQC regulations.
- 2.3 We may process your personal data to assist in the personal running of our business. The data may include your name, address, telephone number, email address, profile pictures, gender, date of birth, relationship status, interests and hobbies, educational details and employment details. The profile data may be processed for legitimate interests, namely the proper administration of our business inline with Ofsted regulations and CQC regulations.
- 2.4 We may process any of your personal data identified in this policy where necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure. The legal basis for this processing is our legitimate interests,

namely the protection and assertion of our legal rights, your legal rights and the legal rights of others.

- 2.5 We may process any of your personal data identified in this policy where necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, or obtaining professional advice. The legal basis for this processing is our legitimate interests, namely [the proper protection of our business against risks.
- 2.6 In addition to the specific purposes for which we may process your personal data set out in this Section 3, we may also process any of your personal data where such processing is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.
- 2.7 Please do not supply any other person's personal data to us, unless we prompt you to do so.

### **3. Providing your personal data to others**

- 3.1 We may disclose your personal data to any Jack in the Box Nursery services (this means our subsidiaries, our ultimate holding company and all its subsidiaries) insofar as reasonably necessary for the purposes, and on the legal bases, set out in this policy.
- 3.2 We may disclose your personal data to our insurers and/or professional advisers insofar as reasonably necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, obtaining professional advice, or the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.
- 3.3 We may disclose personal data to external services and agencies insofar as reasonably necessary for *transition, additional/follow on support and other external bodies in the support of individuals care/education packages*.
- 3.4 In addition to the specific disclosures of personal data set out in this Section 4, we may disclose your personal data where such disclosure is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person. We may also disclose your personal data where such disclosure is necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

#### **4. Retaining and deleting personal data**

- 4.1 This Section 6 sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal data.
- 4.2 Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- 4.3 We will retain your personal data as follows:
  - (a) *Personal data* will be retained for a minimum period of *whilst a young person where using our services*, and for a maximum period of *75 years*.
- 4.4 Notwithstanding the other provisions of this Section 6, we may retain your personal data where such retention is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

#### **5. Amendments**

- 5.1 We may update this policy from time to time by publishing a new version on our website.
- 5.2 You should check this page occasionally to ensure you are happy with any changes to this policy.
- 5.3 We may notify you of changes to this policy by email, post or on our website.

#### **6. Your rights**

- 6.1 You may instruct us to provide you with any personal information we hold about you.
- 6.2 We may withhold personal information that you request to the extent permitted by law.
- 6.3 You may instruct us at any time not to process your personal information for marketing purposes.
- 6.4 In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we will provide you with an opportunity to opt out of the use of your personal information for marketing purposes.

## **7. Our details**

7.1 This company is owned and operated by *Jack in the Box Day Nursery*

7.2 We are registered in [England and Wales] under registration number *EY433713* and our registered office is at *OFSTED*.

7.3 Our principal place of business is at *119 Manor Court Road, Nuneaton, Warwickshire, CV11 5HQ*.

7.4 You can contact us:

(a) [by post, to [the postal address given above]];

(b) [using our website contact form];

(c) [by telephone, on 02476383060/ 07398182215 or;

(d) [by email, using [info@jackintheboxnuneaton.co.uk](mailto:info@jackintheboxnuneaton.co.uk)

## **8. Data protection officer**

8.1 Our data protection officer's contact details are: *Robert Jephcote*  
*07795906327 or 08438868628*