

Privacy Policy

Hurley Birds Nursery Ltd is committed to the protection and security of your personal information. We take this responsibility very seriously. This privacy policy covers our practices for collecting and processing information about our customers, prospective customers, employees, subcontractors/suppliers, students/apprentices, website visitors and job applicants.

Who controls personal information collected by Hurley Birds Nursery Ltd?

The data controller for information we collect about you and process is:

Hurley Birds Nursery Ltd (Company Number 13738407)

Registered office: Hurley Birds Nursery, 9 Chipstead Lane, Lower Kingswood, KT20 6RD

Why does Hurley Birds Nursery Ltd collect personal information?

We limit the collection of personal information to what is necessary to provide you with our services, to support your specific needs and requests, and to meet our business needs in connection with the services. Below we have highlighted the reasons for the collection of your personal information:

To respond adequately to your requests for services or information;

To provide childcare services to individuals and families.

To provide a safe, healthy, and happy environment for those to whom we provide services;

To provide resource material/information regarding our services and areas of interest to our customers, such as parenting, child care, education and wellbeing, among other things;

- To aid in the administration of our services to our customers;
- To administer first aid, emergency and other medical care, when necessary;
- To comply with laws, and government regulations/standards;
- To support our business purposes and functions related to the services, such as education, training, curriculum, communication, administration, and record-keeping;
- To facilitate and process payments for the services;

- To fulfil tax, reporting, and other financial requirements and obligations;
- To administer employee payroll, benefits, tax/regulatory compliance and other record keeping and administration requirements; and
- To consider applications for employment.

How do you consent to Hurley Birds Nursery Ltd use of your personal information?

By providing your personal information, you are consenting to its collection, use and disclosure by Hurley Birds Nursery Ltd for the purpose outlined in this privacy policy. In light of the nature of our services, as well as applicable laws and regulatory requirements, if you choose to withhold some types of personal information or opt out of providing it, we may not be able to provide the services requested.

What personally identifiable information does Hurley Birds Nursery Ltd collect?

The type of business relationship you have with Hurley Birds Nursery Ltd will determine the specific information we will need to collect from you.

Information necessary to perform the service that you provide voluntarily when registering (whether by telephone, online or in person) or during the course of services. Depending on the type of service engaged, the information requested may include your personalized registration user name and password; payment and contact details; a dependent's name, date of birth, gender, allergies, food restrictions, special needs, health information, and emergency contact details for doctors and alternative carers.

Utilization information, such as dates of service, type of service, user of service and reasons for service.

Records created during the course of providing service to you or your dependents such as child development records, behaviours, illnesses, accidents, medication, food, toileting etc.; photographs; videos; and other documentation records.

Responses to requests for references for former employees / students.

If you are a prospective customer, we will collect:

Contact information that you provide voluntarily when requesting information via telephone, online or in person. Contact information may include your name, telephone number, and email/ mailing address. We will also require personal details about your child eg name, date of birth etc.

If you are an employee, student or applicant, we will collect:

Typical information that you provide voluntarily via telephone, online or in person including your name, mail/email addresses, telephone number, employment history with job descriptions, education, references, affiliations and other relevant information for payroll and administration.

Where does Hurley Birds Nursery Ltd store personally identifiable information?

Electronic Information: All electronic personal information we collect is stored and accessed on systems located in the United Kingdom

Hardcopy Information: The hardcopy of personal information we collect remains in the United Kingdom.

Who does Hurley Birds Nursery Ltd share personally identifiable information with?

We consider your personal information confidential. We do not share it with others except as described in this privacy policy. There are limited circumstances under which we are required to disclose your personal information to comply with the law or in response to statutory directives from government departments.

How can individuals access or update their personally identifiable information?

Hurley Birds Nursery Ltd is committed to collecting personal information that is accurate, complete, current and reliable for its intended use. If you would like to access or update your personal information, or obtain copies of the information, you can submit a Subject Access Request using our standard form available from our website www.hurleybirds-nursery.co.uk

How can individuals contact Hurley Birds Nursery Ltd?

If you have any questions, comments, or concerns about this privacy policy or how we are handling your personal information, please contact us as follows:

Data Controller, Hurley Birds Nursery Ltd, 9 Chipstead Lane, Lower Kingswood, KT20 6RD

Email: hurleybirds-nursery@outlook.com

Will this Privacy Policy change?

This privacy policy is subject to change and we will post revisions on our website. Please check back periodically, especially before you provide any personal information. This privacy policy was last updated in August 2024.

How does Hurley Birds Nursery Ltd protect your personal information?

Hurley Birds Nursery Ltd utilises appropriate technical, administrative and physical safeguards to protect against loss, unauthorised access, destruction, misuse, modification and improper disclosure of the personal information we collect in both physical and electronic format. We provide information security awareness training to our staff and conduct periodic quality assurance audits. However, no computer system or information can ever be fully protected against every possible hazard. As a result, Hurley Birds Nursery Ltd cannot guarantee the security and privacy of the information you provide to us.

What are the terms for you to use Hurley Birds Nursery Ltd website?

Hurley Birds Nursery Ltd website may contain links or references to other websites. Please be aware that we do not control other websites and that this privacy policy does not apply to those websites. We encourage you to read the privacy policy of every website you visit.