



# Data Protection Register - Entry Details

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**Registration Number:** ZA099673

**Date Registered:** 21 April 2015    **Registration Expires:** 20 April 2018

**Data Controller:** Ulceby Pre-School and Wraparound Care

**Address:**

Ulceby Pre-School  
Church Lane  
Ulceby  
North Lincs  
DN39 6TB

**Other Names:**

Ulceby Pre-School

This policy sets out how Ulceby Pre-School & out of School Club uses and protects any information that you give on our website. We are committed to ensuring that your privacy is protected at all times, should we ask for you to provide information by which you can be identified when using this website, then you can be assured it will only be used in accordance with this privacy statement and protected under the Data Protection Regulations. We may change and update this policy from time to time, you should check this page to ensure that you are happy with any changes.

**Please be aware, that have the right to ask us to stop any communications at any point.  
Please contact us via the contact section on our website.**

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**This register entry describes, in very general terms, the personal data being processed by:**

Ulceby Pre-School and Wraparound Care

Nature of work - Nursery School / Playgroup / After School Club

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work - Nursery School / Playgroup / After School Club

Reasons/purposes for processing information

We process personal information to enable us to provide childcare, encourage and supervise educational play, to advertise our services, to maintain our own accounts and records and to support and manage our staff.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- GP contact details
- lifestyle and social circumstances
- digital images of the child's progress
- financial details
- education and employment details
- goods or services provided

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- trade union membership

Who the information is processed about

We process personal information about:

- our employees
- the children in our care
- advisers, complainants, enquirers
- suppliers

## Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- healthcare, social and welfare advisers or practitioners
- business associates
- financial organisations and professional advisers
- credit reference agencies, debt collection and tracing agencies
- education, educators and examining bodies
- current, past or prospective employers
- employment and recruitment agencies
- schools
- local and central government
- persons making an enquiry or complaint
- suppliers
- service providers

## Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection act.