



The Nurture Cove
Early Childhood & Assessment Centre

GDPR POLICY

THE NURTURE COVE

VERSION 1.0



Contents

Version Control.....	2
1. Policy Statement.....	3
2. Data Collection and Consent.....	3
3. Lawful Processing.....	3
4. Data Security.....	4
5. Data Retention.....	4
6. Individual Rights.....	4
7. Children’s Privacy.....	4
8. Procedure.....	5
9. Additonal Clauses.....	5
10. Storage of information.....	6



Version Control

VERSION	REVIEWER NAME	DATE	NEXT REVIEW	COMMENTS
1.0	Policy Pros	Jan 2024	Jan 2025	First Policy.



1. Policy Statement

The Nurture Cove aims to fulfil its obligations under the General Data Protection Regulation (GDPR) 2018 fully. This policy sets out our commitment to protecting personal data and how that commitment is implemented in respect of the collecting, processing, using, storing and sharing of personal data.

We have appointed a Data Protection Co-ordinator who is responsible for ensuring our compliance with the GDPR.

Their contact details are:

- Kirsty Jenkins
- customerservices@thenurturecove.com

We are registered with the Information Commissioners Office (ICO).

2. Data Collection and Consent

- 2.1 The Nurture Cove will only collect personal data necessary for processing online purchases and providing educational services.
- 2.2 Personal data may include customer names, addresses, contact details, and payment information.
- 2.3 Prior consent will be obtained from individuals before collecting their personal data, clearly stating the purpose and obtaining specific consent for any additional processing.

3. Lawful Processing

- 3.1 The Nurture Cove will only process personal data if there is a lawful basis, such as fulfilling a contractual obligation or obtaining consent.
- 3.2 Personal data will only be used for the purposes stated during data collection.
- 3.3 Personal data will not be shared with any third parties without explicit consent or unless required by law.



4. Data Security

- 4.1 The Nurture Cove will implement appropriate technical and organisational measures to protect personal data from unauthorised access, alteration, or disclosure.
- 4.2 Measures may include encryption, access controls, and regular security assessments.
- 4.3 If a data breach occurs, The Nurture Cove will notify the affected individuals and relevant authorities within the required time frames.

5. Data Retention

- 5.1 Personal data will be retained only for as long as necessary to fulfill the purposes for which it was collected, or as required by law.
- 5.2 Data will be securely deleted or anonymised when no longer needed.

6. Individual Rights

- 6.1 The Nurture Cove will respect the rights of individuals under the GDPR, including the right to access, correct, or delete their personal data.
- 6.2 Requests to exercise these rights should be made through a designated contact point provided by The Nurture Cove.

7. Children's Privacy

- 7.1 Special care will be taken to comply with applicable laws and regulations regarding the processing of personal data of children.
- 7.2 The Nurture Cove will ensure proper parental consent is obtained for processing personal data of children under the age of 16.
- 7.3 Parental rights to access, correct, or delete children's personal data will be respected.



8. Procedure

- 8.1 Under the GDPR, *persons* have the right to access their personal data and supplementary information. They are also allowed to be aware of and to verify the lawfulness of any data processing. Information will be provided without delay and at the latest within one month of receipt of a request.
- 8.2 With effect from 25th May 2018, when the GDPR came into effect, personal data will only be kept for a legitimate purpose. It must also be relevant and limited to what is necessary and must be accurate and kept up to date. Furthermore, it will be processed securely, be lawful, fair and transparent and will only be stored for as long as is necessary.
- 8.3 The GDPR gives data subjects the right to have access to their personal data on request at reasonable intervals. The organisation believes that complying with a request for a copy of the data annually will satisfy this requirement. Should any persons wish to request access to personal data, the request must be addressed to: The Data Protection Co-Ordinator, The Nurture Cove, 217 High Street, Gorleston, NR31 6RR. The request will be judged in the light of the nature of the personal data and the frequency with which they are updated. The person will then be informed whether or not the request is to be granted. If it is, the information will be provided within one month of the date of the request.

9. Additional Clauses

- 9.1 Where persons make requests for their personal data which are manifestly unfounded or excessive, particularly when these are repetitive, a reasonable fee may be charged which must be paid to the group before a copy of the personal data will be given. This fee is based on the administrative cost of providing the information.

Note:

In the context of this organisation, personal data can include the following.

- Names and addresses (with postcodes)
- Email addresses
- Telephone / Mobile numbers
- Bank card details



10. Storage of information

All information will be stored in a secure manner with online and computer documentation password or pin protected. All hard copies will be secured in locked filing cabinets or locked offices. Wix our internet provider store information as long as the account is active and any information is stored in a secure server behind a firewall.