



**ASHFIELD PLAZA  
DAY NURSERY**

**CANDIDATE PACK**



# WELCOME FROM THE CHIEF EXECUTIVE OFFICER

Thank you for your interest in joining The Two Counties Trust.

We are a Multi Academy Trust with ten secondary schools educating students across Nottinghamshire and Derbyshire.

Our central office is based in Ashfield where a team of talented professionals support our schools.

This is an exciting time to join our Trust and our future is bright with more and more families choosing to send their children to a Two Counties Trust school.

A key focus for our Trust is to continue to develop a compelling learning culture for all our students and ensure that we are planning and delivering a high value curriculum.

We also continue to invest in our people, buildings and infrastructure to ensure our team are developed and rewarded, and to enable everyone to enjoy a professional working and learning environment.

I am passionate about serving our local communities and our mission is to provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

I have a clear vision for the Trust and what we need to do to be even more successful going forward. We are ambitious for our students, our families and our employees, and our shared values of **Ambition**, **Teamwork** and **Honesty** are lived by everyone.

All of our employees play a key role in making our vision a reality, and this role is no exception.

I hope you find this candidate pack of interest and I look forward to receiving your application.

**WESLEY DAVIES,**  
**CHIEF EXECUTIVE OFFICER**



# WELCOME FROM THE NURSERY MANAGER

I am delighted to welcome you to Ashfield Plaza Day Nursery and thank you for your interest in joining our team.

Located in the grounds of Ashfield School, we have 3 rooms, Babies, Toddlers and Pre-School. We are very much a supporter of learning through play as we know that play allows children to learn important skills such as sharing, caring, communicating, mathematics and physical skills. As such, our aim is to ensure the children at Ashfield Plaza Day Nursery gain these skills in all the activities we provide.

We have a great staff team with extensive experience who work really well as a team to support each other, our children and our families. Our team describe the work at our Nursery as rewarding and an environment in which they look forward to coming to work.

We pride ourselves on our partnership with parents, our warm welcoming atmosphere, and our highly qualified and knowledgeable staff.

These are some comments from parents which gives you a flavour of our Nursery:

- **“Such a warm welcoming place that supports learning and progression”.**
- **“Lots of opportunity for family involvement”.**
- **“Thank you for making it such a fun place for our child to be”.**
- **“We highly recommend Ashfield Plaza nursery and look forward to our second little one joining”.**

Our last Ofsted rated the Nursery good, and we are particularly proud of the following comments in the report:

- **“Staff are positive role models, and they create an environment which supports children's interests in the world around them”.**
- **“Leaders are reflective and strive to improve the activities and experiences on offer for the children in their care”.**

I hope you find the information in this candidate pack of interest and we look forward to receiving your application.

**LAURA PEACHEY**  
**NURSERY MANAGER**



# ASHFIELD PLAZA DAY NURSERY IS PROUD TO BE A PART OF THE TWO COUNTIES TRUST

## OUR TRUST

We are a medium sized Trust based in the Nottinghamshire and Derbyshire area.



**12,000**

We are the Trust of choice for over 12,000 students



**1,600**

The employer of choice for 1,600 employees



## VISION

Enhancing life choices.

## MISSION

To provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

## FOCUS

Collectively, we serve our communities by educating and preparing our students for the next steps in their lives.

## VALUES



### Ambition

We maximise our potential through striving for excellence.



### Teamwork

We give 100% effort, displaying kindness and humility for the benefit of all.



### Honesty

We are respectfully open about our successes and areas for growth.

## STRATEGIC ANCHORS



Build a **compelling learning culture** built on strong professional relationships where all can achieve.



Craft and implement a **high-value curriculum** which is knowledge rich to allow meaningful application of skills.



We put **people first** through high-quality professional learning and a culture of coaching.



Create a healthy organisation, free from politics and confusion through clarity following the **Empowered to Lead** operating model.

## WHY YOU SHOULD JOIN ASHFIELD PLAZA DAY NURSERY, A MEMBER OF THE TWO COUNTIES TRUST

Alongside the chance to make a difference to our schools and therefore students' life choices, there are many great reasons to choose Ashfield Plaza Day Nursery, a member of The Two Counties Trust, as a great place to continue your career.

We recognise the importance of happy, rewarded, and motivated employees and as such we have developed our HR and Professional Learning strategies to invest in people. We are fully committed to supporting your career and professional growth through a range of routes both within the school, externally, and across the Trust, offering extensive professional learning for all employees.

We have removed appraisal and appraisal related pay progression, recognising the limitations, and changed the focus from proving to improving through professional growth which is focused on individual ambitions, enabling everyone to get a little bit better all the time. We are an organisation where you can make a difference, we live and breathe our values and work together for the benefit of our students, colleagues and the community.

We are committed to the welfare of our employees and alongside our own wellbeing and workload management arrangements we have signed up to the Education Staff Wellbeing Charter. We recognise that balancing everyday life and work can sometimes create pressures and in order to support all employees we provide everyone with access to an enhanced Employee Assistance Programme from day 1 of employment. This scheme helps you and your family to manage events and issues, providing access to confidential advice on health, family, money matters, work and much more.

There are also an extensive range of benefits that are accessible to you as an employee of The Two Counties Trust.

For your health and welfare we offer discounted gym membership to over 3,400 health clubs whilst Dental and Health Care plans offer you a range of benefits including worldwide dental cover, diagnostic consultation and therapy

Our retail benefit scheme is designed to ensure that your pay goes that bit further. We offer great personal car leasing deals through our affinity scheme with Arnold Clark and extensive savings can be made through our Salary Extras scheme. This scheme saves you money on every day essentials, travel, gifts, fashion, going out and electronics providing you with access to a range of offers and discounts which are not available on the high street.

These benefits run alongside other elements of our total reward package including access to the Teachers' Pension Scheme or Local Government Pension Scheme (depending on your role), enhanced family friendly leave and pay arrangements, free car parking, a cycle to work scheme, the opportunity to request flexible working and most importantly a friendly, professional working environment.



# Nursery Officer

<b>Grade and Salary</b>	Grade 1: £24,796 - £25,185 per annum
<b>Working pattern</b>	37 hours per week, year-round
<b>Contract term</b>	Permanent

## The Nursery:

Ashfield Plaza Day Nursery is an Ofsted rated 'good' private day nursery accommodating children from babies to pre-school ages. We pride ourselves on being a safe, caring and friendly setting.

## The role:

Ashfield Plaza Day Nursery is seeking to recruit a permanent Nursery Officer to join our dedicated and supportive team.

As a Nursery Officer, you will play a key role in providing a safe, nurturing and high-quality environment where children can thrive. You will help create a warm, welcoming and stimulating setting that supports each child's emotional, social and educational development through both individual care and engaging group activities.

In return, we offer an attractive benefits package, including 25 days' annual leave plus bank holidays, as well as membership of the Local Government Pension Scheme.

## The person:

We are looking for a caring, enthusiastic and committed individual who is passionate about supporting children's early development. The successful candidate will be patient, empathetic and approachable, with the ability to work effectively as part of a team.

You will have excellent communication skills and be confident in building positive relationships with both children and adults. Strong organisational skills and a sound understanding of child development are essential.

Applicants must hold a minimum Level 3 qualification in Childcare and demonstrate a commitment to providing high-quality care and learning experiences for young children.

## Why join us?

There are many reasons to choose The Two Counties Trust as a great place to start or continue your career.

We recognise the importance of a happy, healthy, rewarded and well-motivated workforce and as such we have developed our HR strategy to invest in our employees. We have removed appraisal and appraisal related pay progression, changing the focus from validation to professional growth and enabling all our employees to get better all the time.

We are fully committed to supporting your career and professional growth through a range of routes both within schools and across the Trust and we offer extensive professional learning opportunities for all employees.

## We offer:

- Highly competitive pay and pay progression opportunities.
- We do not operate appraisal or appraisal related pay progression. All employees participate in our Professional Learning Scheme which supports colleagues to develop their expertise and benefit from valuable professional learning.
- An array of employee benefits and lifestyle options including discounted healthcare, gym membership and extensive high street retail discounts.
- Entry to a career average pension scheme.

- Opportunities to experience and share practice in our partner schools across the Trust.
- A stimulating, supportive and rewarding working environment with a dedicated team of like-minded professionals.
- Excellent opportunities to develop your skills and experience and to progress your career.
- We take the wellbeing and health of employees seriously. We have a range of support mechanisms and benefits available to employees and the Trust has signed up to the Education Staff Wellbeing Charter.

**Applications must arrive by:** 8am Thursday 16 July 2026

**Interviews will be held on:** Week commencing 20 July 2026

***It is an offence to apply for this role if you are barred from engaging in Regulated Activity relevant to children.***

*We are committed to safeguarding and promoting the welfare of children and young people. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.*

*In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates and a social media check will be required as a condition of employment.*

*We are committed to recruiting and retaining a diverse workforce and candidates with a disability who meet the essential job criteria will be given an opportunity to demonstrate their abilities at interview.*



## JOB PROFILE

<b>Job title:</b>	Nursery Officer
<b>Responsible to:</b>	Nursery Manager
<b>Salary / Grade:</b>	Grade 1: £24,796 - £25,185 per annum
<b>Working hours / weeks:</b>	37 hours per week, year-round
<b>Core purpose:</b>	To contribute to a high-quality caring environment for children. This includes creating a warm, friendly and stimulating atmosphere in which the children can develop emotionally, socially and educationally through individual attention and group activities.

### Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way which reflects the mission and the values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To uphold our commitment to safeguarding and to promote the wellbeing of children.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

### Key responsibilities:

- Take all reasonable steps to provide a safe and secure environment at all times, ensuring high standards of hygiene and cleanliness are maintained and the nursery team's compliance and awareness to the nursery's Health and Safety policies.
- To develop your role within the team and to help ensure the effective implementation of the Early Years Foundation stage to those children in receipt of the Nursery Education Funding.
- Formulate and operate a programme of activities suitable to the age range of children in conjunction with the Room Senior.
- Prepare the children's records for parents and carers, in conjunction with the Room Senior and Managers.
- To maintain an up-to-date Development File and Next Steps for each of your key children, for parents and carers. To assist if the child moves to another setting or to school with the transition of documents.
- Work in partnership with parents and carers of special needs children to provide full integration in the setting.
- Liaise with and support parents and carers and other family members as part of our work in partnership with parents, to ensure they are fully aware of their child's progress and development whilst in our care.
- To provide all aspects of care for children including washing, changing and feeding.
- As a key person assist with meeting the personal and emotional needs of individual children.
- To be a positive effective role model for staff and children.
- Look upon the setting as a "whole" where your help can be most utilised, be constantly aware of the needs of the staff and children.

- To be flexible within working practices of the setting. Be prepared to help where needed, including to undertake certain domestic jobs within the setting, e.g., preparation of snacks, meals, cleaning of toys and equipment etc.
- Work alongside the Managers, Room Seniors and other staff members to ensure that all themes and projects are fulfilled.
- Ensure all accident, incident and medication forms are completed and signed by the appropriate people.
- Ensure all children are collected by somebody known to the setting and authorised to do so.

### **Specific Child Care Tasks:**

- The preparation and completion of activities to suit the child's stage of development.
- To ensure that snack and mealtimes are a time of pleasant social sharing.
- Washing and changing children as required.
- Maintaining the Daily Diaries, Observations, Next Steps and Development Files of your Key Children with support and guidance from the Managers.
- Providing comfort and warmth to an ill child until they are collected by their parent or carer.
- To ensure the setting is a high-quality environment which meets the needs of individual children from differing cultures and religious backgrounds, and stages of development.
- To be aware of the high profile of the setting and to uphold its standards at all times, both whilst on and off the premises.
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Managers from time to time.

### **Notes:**

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

### **It is an offence to apply for this role if you are barred from engaging in Regulated Activity relevant to children.**

This post will have regular contact with children and as such a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS) with a Children's Barred List Check is required as a condition of employment.

In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates to identify incidents or issues that may have happened, and which are publicly available online, which we may need to explore with shortlisted candidates.

Candidates for management positions will also require a satisfactory Section 128 check.

# PERSON SPECIFICATION

Role: Nursery Officer		E/D	A	I
<b>Qualifications &amp; Training</b>				
1	Level 3 in Childcare.	E	✓	
2	Level 4 in Childcare.	D	✓	
<b>Experience</b>				
3	Experience of working in an early year's environment.	E	✓	✓
4	Experience of working to the EYFS Statutory Framework.	E	✓	✓
<b>Knowledge &amp; Understanding</b>				
5	An understanding of the mission and values of the Trust.	E	✓	✓
6	An understanding of safeguarding issues and promoting the welfare of children.	E		✓
7	Working knowledge of EYFS Statutory Framework.	E	✓	✓
8	Good knowledge of child development and planning programmes for the children.	E	✓	✓
<b>Skills &amp; Abilities</b>				
9	Ability to form and maintain appropriate professional boundaries with children.	E		✓
10	Good organisational, record keeping and planning skills both verbal and written.	E	✓	
11	Ability to follow procedures accurately.	E	✓	
12	Excellent communication skills, with children, colleagues, advisors and parents and carers.	E	✓	
<b>Personal Attributes</b>				
13	Flexibility and adaptability.	E		✓
14	An empathetic, non-judgmental and ethical approach.	E		✓
15	Patience.	E		✓
16	Empathy with children, colleagues and parents and carers.	E		✓
17	A positive approach to inclusive practice, with children and colleagues.	E		✓
18	Enthusiasm for working with young children.	E		✓
<b>Other</b>				
19	A commitment to uphold and promote equality of opportunity.	E		✓



E  
D

Essential  
Desirable

A  
I

Assessed by Application Form  
Assessed by Interview

## HOW TO APPLY

MyNewTerm is our recruitment platform so please go to <https://mynewterm.com/trust/The-Two-Counties-Trust/16093> to apply for this role online.

If you do not wish to apply online you can request an application form from [HR@ttct.co.uk](mailto:HR@ttct.co.uk) to be returned via e-mail.

Please ensure that you set out in your application on no more than 2 sides of A4, why your experience and ambition is a good fit for the role of Nursery Officer within Ashfield Plaza Day Nursery.

In order to comply with Safeguarding requirements, you must complete either an application form or apply online via MyNewTerm. We cannot accept a Curriculum Vitae as an application for this post.

Please note that we receive a large number of applications and so unfortunately cannot provide feedback to everyone. If you have not been contacted within four weeks of the closing date you should assume that your application has not been successful on this occasion.

**Applications must arrive by 8am on Thursday 16 July 2026**

**Interviews will be held on week commencing 20 July 2026**

# TOP TIPS FOR A SUCCESSFUL APPLICATION

Here are our top tips to help your application stand out and give you the best chance of getting shortlisted for an interview.

## **1. Always read the job profile**

The job profiles includes details of the responsibilities of the role and the essential and desirable criteria we are looking for in the person specification. This list of criteria is what we will use to put together our shortlist, the more essential and desirable criteria you meet, the more likely you are to be invited for an interview. Make sure to read what we are looking for, and then highlight which points you meet when completing your application.

## **2. Complete as much detail as possible**

We get many application forms where half of the information is missing. We understand application forms can be a lengthy process, but poorly completed application forms give the impression that little effort has been made by the applicant. There also may be vital information missing that we need when making our decision. It is important to make sure your details are accurate and up to date. When going over your work history, make sure you mention any relevant experience you got from those roles and do not leave gaps in your employment history. Where there are genuine gaps, address these in the appropriate section.

## **3. Make sure your supporting statement is well constructed**

Your supporting statement is your chance to show how you meet our person specification, so make sure you have the job profile document available to refer back to. This section is where you can really sell yourself and tell us anything that is relevant to the role you are applying for, and to highlight anything that will make your application stand out. Please ensure your supporting statement is focussed and should normally not extend beyond two sides of A4.

## **4. Proofread your application before submission**

Once your application is complete and ready to submit, do one final read over to check for any mistakes and to make sure you are happy with all the information you have provided. Perhaps do one more check over the person specification and make sure you have demonstrated how you meet the criteria including examples where appropriate.

## **5. Be truthful**

While you want to highlight all the experience you do have, be careful not to exaggerate your work history. This may get you an interview, but may not get you any further than that. Also be honest about what grades you received from any education you have, as we will ask to see proof of qualifications.

## **6. References**

We ask all applicants to provide the details of two people who will act for you as a referee. Please ensure one of them is your current/most recent employer and the other is from your most recent employment prior to this. If you do not have two employment referees, for example if you have just left school or university, you should use the course leader as your referee.

Your employment referee should not be a colleague but, the name of the most senior person who can provide a reference on behalf of the organisation. If you are currently working at a school the Headteacher **must** be cited as your referee. Make sure to provide all the relevant information; name of the person, what role they hold, in what capacity they know you and their email address. There is a tick box for you to let us know if you are happy for us to contact that referee before interview. We will never contact someone you do not give us permission to contact before interview. Once you have been offered a role, we will still wait for you to give us permission to contact that referee. Please note that any job offer is conditional upon receipt of two satisfactory references.

### **Equal Opportunities Monitoring**

The Trust is committed to providing equality of opportunity to all candidates. As part of our application process we ask you to complete a separate equal opportunities monitoring form. This form is never shared with hiring managers and it will in no way affect your application. This information is collected for the Human Resources department to review statistics on who is applying for our jobs, and what we can do to attract a more diverse workforce.

We also want to identify anyone who may need adjustments to enable them to have a fair chance at the interview stage.

The Two Counties Trust is a Disability Confident Employer, amongst other things, this means that if you declare you have a disability and you meet all of our essential criteria (available in the person specification document) you should be offered an interview.

Please note that the Trust is committed to promoting and protecting the physical and mental health of all our employees.



# PRIVACY NOTICE

## 1. Introduction

- 1.1 When applying for a position in The Two Counties Trust, as an organisation we are the Data Controller. That means we have a statutory responsibility to explain how we collect, manage, use and store information about applicants.
- 1.2 You have a right to be informed how our Trust uses any personal data that we collect about you. This privacy notice, and our Data Protection Policy, explains our data usage when you apply for a job with us.

## 2. What information do we collect?

- 2.1 Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:
  - Name, address and contact details, including email address and telephone number.
  - Copies of right to work documentation.
  - References.
  - Evidence of qualifications.
  - Information about your current role, level of remuneration, including benefit entitlements.
  - Employment records, including work history, job titles, training records and professional memberships.
- 2.2 We may also request and collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:
  - Information about race, ethnicity, religious beliefs, sexual orientation and political opinions.
  - Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process.
  - Photographs and CCTV images captured in school.
- 2.3 We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.
- 2.4 We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.
- 2.5 In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates with information retained for the successful candidate.
- 2.6 We have statutory obligations that are set out in 'Keeping Children Safe in Education' and other guidance and regulations.

## 3. Why we use this data

- 3.1 The Trust needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.
- 3.2 The Trust needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.
- 3.3 The Trust has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Trust may also need to process data from job applicants to respond to and defend against legal claims.
- 3.4 The Trust may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.
- 3.5 Where the Trust processes other special categories of data, such as information about ethnic origin, sexual orientation, disability or religion or belief, this is for equal opportunities monitoring purposes.

- 3.6 The Trust is obliged to seek information about criminal convictions and offences. Where the Trust seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.
- 3.7 The Trust will not use your application data for any purpose other than for the recruitment exercise for which you have applied.

#### **4. How we use the data**

- 4.1 Your information may be shared within the Trust for the purposes of recruitment. This includes members of HR, shortlisting and interview panel members involved in the recruitment process (this may include external panel members). This also includes IT staff if access to the data is necessary for the performance of their roles.
- 4.2 The Trust will not share your data with third parties unless your application for employment is successful and we make you an offer of employment. As well as circulating your application and related materials to the appropriate staff at our schools, we will share your personal information for the above purposes as relevant and necessary with:
- Your referees.
  - The Disclosure & Barring Service (DBS) in order to administer relevant recruitment checks and procedures.
  - UK Visas & Immigration (UKVI) in order to administer relevant recruitment checks and procedures.
  - Where relevant and as required for some posts, the Teacher Regulation Authority checks.
- 4.3 Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you would go about withdrawing consent if you wish to do so.

#### **5. Use of Artificial Intelligence (AI)**

- 5.1 We may use AI technologies to support educational, administrative, and safeguarding functions. This includes, but is not limited to, tools that assist with:
- Enhancing learning experiences and personalising education
  - Automating routine administrative tasks
  - Supporting data analysis for school improvement
  - Monitoring safeguarding concerns and wellbeing indicators
- 5.2 Our AI systems are subject to appropriate oversight and controls to ensure they comply with data protection laws and ethical standards.
- 5.3 AI tools do not make final decisions about individuals without human involvement. Any outputs from AI systems are reviewed and interpreted by staff before any action is taken.
- 5.4 A separate AI Privacy Notice is available and provides further detail about the types of AI used, the data involved, our legal basis for processing and how risks are managed. This document can be accessed via our website.

#### **6. Automated Decision Making and Profiling**

- 6.1 We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

#### **7. Collecting data**

- 7.1 As a Trust, we have a legal obligation to safeguard and protect our pupils, staff, volunteers and visitors. We collect the data for specific purposes.

#### **8. What if you do not provide personal data?**

- 8.1 You are under no statutory or contractual obligation to provide data to the Trust during the recruitment process. However, if you do not provide the information, the Trust may not be able to process your application properly, or at all.

- 8.2 Whenever we seek to collect information from you, we make it clear whether you must provide this information for us to process your application (and if so, what the possible consequences are of not complying), or whether you have a choice.
- 8.3 Most of the data we hold about you will come from you, but we may also hold data about you from:
- Local authorities.
  - Government departments or agencies.
  - Police forces, courts, tribunals.

## **9. How we store data**

- 9.1 The Trust takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.
- 9.2 We will dispose of your personal data securely when we no longer need it. We keep applicant data for a period of up to 6 months if an applicant is not successful.
- 9.3 Successful applicants who secure a position then come within the employee / workforce provisions.

## **10. Transferring data internationally**

- 10.1 We do not share personal information internationally.

## **11. Your rights**

- 11.1 You have a right to access and obtain a copy of your data on request;  
You can:
- Require us to change incorrect or incomplete data.
  - Require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
  - Object to the processing of your data where the Trust is relying on its legitimate interests as the legal grounds for processing.
- 11.2 If you would like to exercise any of these rights, please contact the Trust.

## **12. Complaints**

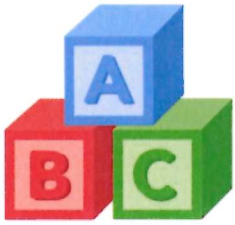
- 12.1 We take any complaints about our collection and use of personal information seriously.
- 12.2 Our complaints policy deals with the different stages of any complaint, and how this is managed within the Trust.
- 12.3 You can also contact the Data Protection Lead via [info@ttct.co.uk](mailto:info@ttct.co.uk)
- 12.4 If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner's Office. The details are below:
- 12.5 Report a concern online at <https://ico.org.uk/make-a-complaint/>  
Call 0303 123 1113  
Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **13. Contact us**

- 13.1 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact us via [info@ttct.co.uk](mailto:info@ttct.co.uk) marked for the attention of the Data Protection Lead.
- 13.2 The Data Protection Lead has day to day responsibility for Data Protection issues.

## **14. Review**

- 14.1 We will update this privacy notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.



## ASHFIELD PLAZA DAY NURSERY



### CONTACT US

Ashfield Plaza Day Nursery  
C/O Ashfield School  
Sutton Road  
Kirkby-in-Ashfield  
Nottinghamshire  
NG17 8HP

[nursery@ashfieldplaza.ttct.co.uk](mailto:nursery@ashfieldplaza.ttct.co.uk)

01623 455003

[www.ashfieldnursery.ttct.co.uk](http://www.ashfieldnursery.ttct.co.uk)



[www.facebook.com/p/Ashfield-Plaza-Day-Nursery-100057572705121](https://www.facebook.com/p/Ashfield-Plaza-Day-Nursery-100057572705121)