



PRIVACY NOTICE

How we use parent / carer and children's information

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with the General Data Protection Regulation, (GDPR), 2018 and is used in line with your expectations. This privacy notice explains what personal data we collect, why we collect it and how it is used and protected.

The categories of information that we collect, hold and share.

The information that we process includes:

- personal information (such as name, date of birth and address)
- characteristics for children (such as language, nationality, country of birth and funding eligibility)
- attendance information (such as sessions attended, number of absences and absence reasons) for children.
- relevant medical information for children (such as doctors' information, child health, dental health, allergies,
- medication and dietary requirements)
- Special Educational Needs information for children (such as Individual Support Plans)
- child developmental records (such as Learning Journeys)
- assessment information for children
- proof of identity for adults
- birth certificates for funding for children
- details of any accidents / incidents / existing injuries
- relevant documentation for child protection and safeguarding concerns
- emergency contact details
- funding information and details
- communication and promotion (such as website and Facebook)

Why we collect and use this information.

We use the data:

- to support children's learning
- to monitor and report on their progress.
- to assess the quality of our services
- to comply with the law regarding data sharing
- to comply with the statutory requirements of the Early Years Foundation Stage, EYFS, 2023 and Ofsted
- to ensure children are eligible for funding.
- to process preschool fees
- to ensure children's health, safety, and wellbeing
- to communicate Nippertime Preschool updates and information
- to contact parents/carers in the event of an emergency.

The lawful basis on which we use this information.

Under the guiding principles of GDPR, 2018 there are three reasons for collecting parent/carers and child data:

- Contractual – Terms and Conditions/Registration form
- Legal - Early Years Foundation Stage (EYFS) Statutory Safeguarding and Welfare Requirements, 2023.
- Legitimate business reason – Policy and procedures



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By completing and signing the preschool registration form you are giving consent for us to process yours and your child's personal data for the specific purposes of being part of the preschool setting.

Collecting children's information

Whilst most of the children's information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with GDPR, 2018, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing children's data

To comply with EYFS (2023) and Ofsted requirements, Nippertime Preschool have a duty to retain certain data for specific periods of time after a child has left the setting for example, registration details, accidents and medication forms are held until a child has reached the age of 21. Paper documents that are no longer required are securely shredded. All information relating to children, parent/carers is stored securely in the Preschool cupboard which is locked at the end of each day by one of the following the key holders, Fiona Napier, Samantha Gibbins, Elena Rose, Michelle Russell, and Francesca Dighton.

Who we share children's information with

We do not share information about children with anyone without prior consent unless we are obliged to as part of a lawful process/investigation.

We routinely share children's information with:

- Department for Education (DfE)
- Schools that children attend after leaving us.
- Our local authority
- Ofsted
- Health Visitors
- Social Workers
- Inclusion teams, SEN panels, funding etc
- Surrey Safeguarding Children Board / LADO
- Other providers that children attend.
- Multi agency professionals working with individual children.
- Area SENCO's.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children with the DfE either directly or via our local authority for the purpose of those data collections, under:

- Section 99 of the Childcare Act 2006
- The Education (Provision of Information About Young Children) (England) Regulations 2009.

If you require more information about how the DfE use this information please visit DfE's website <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Requesting access to your personal data

Under GDPR, 2018, parents/carers have the right to request access information held about them and their child. To make a request for your personal information or be given access to your child's educational record contact our Data Protection Officer. Contact details can be found at the end of



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this document.

You also have the right to:

- object to processing personal data that is likely to cause, or is causing, damage or distress.
- prevent processing for the purpose of direct marketing.
- object to decisions being taken by automated means.
- in certain circumstances, have inaccurate personal data rectified, blocked, erased, or destroyed; and
- a right to seek redress, either through the Information Commissioner's Office (ICO), or through the courts.

If you wish to exercise any of these rights or if you have any questions, comments or concerns about this privacy notice contact our Data Protection Officer Fiona Napier on admin@nippertimepreschool.co.uk.

If you continue to have concerns about the way your data is handled, you have the right to complain to the Information Commissioner Office helpline on 0303 123 113.

We keep this notice under regular review. You will be notified of any changes where appropriate.