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**PRIVACY NOTICE – PRIVACY NOTICE FOR PARENTS/CARERS**

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**Privacy Notice - How we use children's information**

New Millside Pre-school is the Data Controller for the use of personal data in this privacy notice and is monitored by our Data Protection Officer Natalie Raby-Osborn.

**Why do we collect and use children's information?**

New Millside Pre-school will record, process and keep personal information on you and your child in accordance with Article 6 – 'the rights of data subjects' under the Data Protection Act 1998. *{Article 9 – 'processing of special categories of personal data' under the GDPR - from May 2018}*

**We use this data to:**

- Reserve and maintain your child's place at New Millside Pre-school (administration purposes)
- Contact you in case of an emergency
- Support children's learning and well being
- Make assessments on children's development
- Safeguard the children in our care in accordance with relevant legislation
- To manage any special education, health or medical needs of your child whilst at New Millside Pre-school
- Comply with Government legislation
- Assess the quality of our services
- Ensure we receive the appropriate funding and/or fees
- Communicate with you and keep you informed

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare.

**New Millside Pre-school collect, hold and share two kinds of records on children attending our setting.**

***Developmental records - These include:***

- Developmental information collected prior to the child starting at the setting
- A copy of the child's Two-Year-Old Progress Check
- Observations of children in the setting, photographs, video clips, samples of work and developmental assessment records.
- A summary of the child's EYFS profile report.

***Personal records - These include:***

- Personal details (such as names, address, dates of birth, email address, telephone numbers) – including the information provided on the child's registration form and any consent forms and characteristics such as ethnicity, language and nationality.
- Contractual matters – including the child's days and times of attendance, a record of the child's fees and/or funding entitlement, any records of fee reminders and/or disputes.
- Emergency contact details – including those people, other than parents/carers with authorisation to collect the child.
- Children's health and well-being – including discussions about everyday matters regarding the health and well-being of the child with the parent/guardian, records of accidents and medication records.
- Safeguarding and child protection concerns – including records of all welfare and protection concerns and our resulting actions, meetings and telephone conversations about the child and any information regarding a Looked After Child.
- Early support and SEN – including any focussed intervention provided by our setting, a record of the child's IEP and, where relevant, their Statement of Special Education Need.
- Correspondence and reports – including letters and emails to and from other agencies and any confidential reports relating to specific children.
- Attendance information, such as sessions attended, absences and reasons for absence.
- If applying for EYPP, DAF or the 30 hour code – your national insurance number or Unique Taxpayer Reference (UTR), if you're self-employed, your date of birth and may collect information regarding benefits and family credits that you are in receipt of.
- If your child attends breakfast club additional information, to that above, required is which school and class.

**Collecting information**



Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

### **Storing pupil data**

We ensure that access to children's files is restricted to those authorised to see them such as the manager, deputy manager, administration and finance officer, designated person for child protection, the child's key person or the setting SENDCo. These confidential records are stored in a locked filing cabinet in the office, in a locked office, on the office computer and backed up onto OneDrive, both are password protected, documents are also stored securely at an offsite lockup. We retain children's records for three years after they have left the setting, except records that relate to an accident or child protection matter. These are kept until the child reaches the age of 21 years or 24 years respectively.

### **Sharing information**

The information that you provide to us, whether mandatory or voluntary, will be regarded as confidential. We do not share information about your child with anyone without consent unless the law and our policies allow or require us to do so.

#### ***We routinely share information with:***

- schools that children attend after leaving us
- Ofsted – during an inspection or following a complaint
- our Local Authority for the purposes of Early Years Funded Entitlement and the Early Years Census
- the Department for Education (DfE) as part of statutory data collections
- our setting software management. Currently we use Tapestry and Xero. Tapestry is online learning journal. We upload pictures/videos of observations of your child to build up a record of your child's experiences and development during their time with us, in line with the Early Years Foundation Stage. Xero is used to send out our invoices.
- Our Accountant

#### ***On display at the setting we may have:***

- Your child's name on their tray, coat peg and postbox name.
- Your child's picture on their tray, coat peg, birthday board (under the month of their birthday) and a picture with their keyworker.
- Our session and our snack list, snack list is only used during snack and not left on display

#### ***We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, when:***

- There is evidence that the child is suffering or is at risk of suffering significant harm.
- There is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm
- It is to prevent significant harm arising to children, young people or adults, including the prevention, detection and prosecution of serious crime.

Further information regarding information sharing and confidentiality can be found in our policies.

### **Requesting access to your personal data**

Under data protection legislation, parents/guardians, children and young people have the right to request access to information about them that we hold. Where a child is too young to give 'informed consent' the parent is the 'subject' of the file and has a right to see the information held.

Children's developmental records are shared regularly with parents/guardians and formal requests to access these is not required.

To make a request for your personal information contact Natalie Raby-Osborn, Data Protection Officer following the procedure detailed in our access to records policy.

#### ***You also have the right to:***

- object to processing of 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
- claim compensation for damages caused by a breach of the Data Protection regulations

Please let us know if the Personal Data that we hold about you needs to be updated

### **Contact/Complaints**

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact our Administration & Finance Officer Natalie Raby-Osborn, who is our Data Protection Officer.

