

Sawtry Day Nursery – Privacy Notice

In May 2018 GDPR legislation replaced the Data Protection Act. This privacy notice sets out what information we need to know from you, how we use it and how we protect the information that you give to us. We will also explain how it will be deleted from our files when it is no longer needed.

Sawtry Day Nursery is committed to ensuring that your privacy is protected. You have a right to view any information we hold about your child or family and make changes or corrections where necessary.

All information provided will only be used in accordance with this privacy statement which will be updated as needed. The legal basis for collecting data is mainly 'legal obligation'.

Dawn Quince is the nominated data protection lead.

Sawtry Day Nursery is registered with the Information Commissioners Office.

Registration number Z7136177

All staff have been provided with GDPR training, which is to be regularly updated.

An audit of all data collected has been carried out and any duplicated information or information not required to fulfil our role as early years providers has been removed.

Things we need to know

This includes all information collected whether it is online data or paper data. We will only ask for information that is required in order to comply with requirements of

- the statutory framework of England
- the Department for Education and
- our local authority early years team.

We also need to ask questions about your child, which will include their

- full name
- home address
- date of birth
- home language
- any special educational needs or disabilities

to enable us to support their learning and development as they start and progress through Nursery.

Parents and Legal Guardians

We need to collect the following information

- your full names
- dates of birth
- home address
- who has parental responsibility
- contact details
- names and contact details of any emergency carers.

At times we may need to contact you to check information or to inform you if your child is ill or requires further medical attention.

When your child reaches two years of age, we will need to see your child's red book because the Local Authority requires us to add information about their 2 year progress check.

Local Authority Paperwork

Parents who are eligible to claim the government's universal 15 free hours or the extended 30 hours funding are required to complete the Local Authority form "Count me in! for Early Years funding and Pupil Premium Parent Declaration Form." Information to complete this form includes:

- Full names
- Address of parents/carers
- Parent's National Insurance number
- Parent's dates of birth
- Child's date of birth
- Criteria for Early Years Premium funding
- Ethnic group (optional - this information helps the local authority check that we are all meeting the needs of specific ethnic groups)

For funded children we need to see a copy of your child's birth certificate / passport as this is a requirement on the funding paperwork.

Sharing of Information

At times, the information that we have collected needs to be shared with other agencies. We do not share information or pass on details to any other agencies without your express permission, unless there are serious safeguarding concerns.

We will share necessary information with emergency services, should your child become seriously injured or ill when with us.

Where your child attends another setting or works with an outside agency we will share your child's progress and agreed strategies to support your child's safety, wellbeing, learning and development, again with express parental consent.

How information is stored

- All paper data relating to children, staff and adults is stored in a locked filing cabinet in the office.
- All child sensitive digital data is saved on password protected systems.
- Some of our data systems are encrypted.
- Highly sensitive data is only accessed in the nursery office.
- All computers and laptops are well maintained with firmware and antivirus software that is regularly updated.

Emails

E-mails are logged on encrypted systems in the office and archived messages are regularly removed.

Website

Photos of nursery children are not used on the website.

What if data is lost / stolen

The GDPR requires us to inform the Information Commissioners Office within 72 hours and also inform affected parties.

Document Retention

- Any data collected will not be held for any longer than is required and will be retained in line with legislation and recommendations from various government agencies.
- Photographs will be deleted within 90 days of your child leaving unless written permission has been given for us to keep them. This permission can be withdrawn at any time.
- Tapestry accounts will be deleted within 90 days.
- Safeguarding and welfare information about your child including registers will be held until your child is 21 years and 3 months old for insurance purposes and to comply with the EYFS and childcare register.
- Learning journeys will be given to parents/carers when the child leaves nursery.
- In a situation where a child leaves Nursery without providing a forwarding address, their learning journey will be shredded after 90 days.
- A copy of your child's end of nursery development record will be forwarded to their school or new setting.
- Welfare files and SEND files, as appropriate will also be forwarded to school.
- Paperwork and printed photographs are cross shredded and digital media is erased.

Complaining to ICO

If you are concerned that a data breach has been made you can contact the ICO at <https://ico.org.uk/for-organisations/report-a-breach/>

Changes to this privacy notice

This privacy notice will be reviewed annually and as required

Completed 23-06-2021