

## Privacy Notice for Parents

Little Oaks Community Nursery,  
Wavendon Community Centre,  
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### Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

### What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

- your child's name, gender, date of birth, address, ethnicity or cultural background, religion, languages spoken at home, doctors details, health and medical/dietary needs, development needs, any special educational needs or disabilities, personal/family details in their All About Me, written observations/records, photographs/film (if consented at registration), attendance information, details of accidents/incidents/behaviour, and details of any child protection/safeguarding concerns.

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and legal access. This may also include information about court orders.

Personal details that we collect about you include:

- your name, home address, personal telephone numbers, work telephone numbers, email address, emergency contact details, and contact details of those authorised to collect your child.

This information will be collected from you directly via forms completed when registering.

If you apply for up to 30 hours free childcare, we will also collect:

- your national insurance number, or unique taxpayer reference (UTR) if you're self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

### **Why we collect this information and the legal basis for handling your data**

We collect this information to meet legal requirements as an early years setting.

We use personal data about you and your child in order to provide childcare services and fulfil the arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our nursery
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service

With your consent (sought when registering), we record your child's activities for their individual Learning Journey Book, which includes photographs. Photographs/film of your child (with consent) form part of observations, nursery displays/working documents and (with consent) may be used on the nursery website/Facebook page or private forum. You will have the opportunity to withdraw your consent at any time for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see our *Transfer of Records to School* policy).

### **Who we share your data with**

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- our insurance provider (if required)
- other providers/childminders your child attends (with consent)
- other professionals involved with your child (with consent)
- the school that your child will be attending (with consent)

We will also share your data:

- if we are legally required to do so; for example, by law, by a court or the Charity Commission;
- to protect your child and other children; for example, by sharing information with social care or the police;
- if it is necessary to protect our or others rights, property or safety

We will never share your data with any other organisation to use for their own purposes.

### **How do we protect your data?**

We prevent unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

- using password and encryption protection for electronic devices
- using lockable filing cabinets and cupboards
- ensuring restricted access to records
- following retention periods and maintaining our Document Destruction Record
- ensuring staff/students/volunteers read and sign our Confidentiality Agreement

### **How long do we retain your data?**

We retain your child's personal data for up to 3 years after your child no longer uses our nursery. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and handed to you and their chosen school when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children's Records and Providers Records policies).

The yearly group photograph and selected photographs/films are kept indefinitely for use in nursery documentation/resources, as evidence of specific learning experiences/events and as a historic record.

### **Automated decision-making**

We do not make any decisions about your child based solely on automated decision-making.

### **Your rights with respect to your data**

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](http://ico.org.uk/)

### **Changes to this notice**

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