

Privacy Notice for children and parents

Little Acorns holds personal information about children and their families and is 'data controlled' for the purposes of the General Data Protection Regulation (GDPR) May 2018.

What information do we hold?

- * Personal information (such as name, D.O.B, address, NI, gender)
- * Characteristics (such as religion, ethnicity, home language and nationality)
- * Attendance information (such as sessions attended, if not why not)
- * Other (such as allergy/dietary requirements, Doctors/health visitor, other professionals involved, SEND)
- * Forms (such as medication, accidents, child protection, development checks)

How long will you hold information for and where?

The EYFS states "Records relating to individual children must be retained for a reasonable period of time after they have left the provision". We will hold our information for:

- * Development data—passed over to school at the end of term and Local Authority
- * Child's Profile —passed to parent last day they attend with us
- * Medication Records —6 years
- * Accident Records— 21 years 3 months
- * Registration forms— 3 years after the child has left
- * Safeguarding forms 21 years 3 months
- * Funding forms—6 years
- * SEND documentation— will be passed over to the school/setting/parent once the child leaves the setting
- * Fee's—3 years

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Where is it stored, and it will it be kept secure?

- * In a locked filing cabinet in the office and in locked cupboards
- * In a designated folder in the office (office locked when no staff member present)
- * On the computer which is password protected and anti-virus protected
- * Children's names, D.O.B, sessions attending and emergency contacts are on the rooms register located in the room at hand in the case of an emergency

Where will the information be sourced from?

- * From parents/guardians with parental responsibility
- * Safeguarding Team
- * Birth certificate, red book, passport (this will be viewed and staff member to sign to see they have checked it against registration form)

Will you share my data?

Information will only be shared with your consent. On your registration form you will be able to opt in to having your information stored and shared. We require certain information to comply with the Early Years Foundation statutory guidance (EYFS), OFSTED, Local Authority, Local Safeguarding Children's Board (LSCB) and Department for Education (DFE). If you do not want to give the required information, advice will need to be sought from the appropriate authority. Child protection guidelines state that we can share information with the appropriate organisation if we feel the child is at risk of harm without consent (see safeguarding children policy)

What is my data used for?

Data is used for a variety of reasons such as:

- * Compiling children's overview data for Local authority and supporting learning
- * Completing registration forms in line with the EYFS/OFSTED/Safeguarding board
- * Accessing funding/support/HMRC

I want all my data to be erased. What will happen?

We are required by law to hold certain information on you (see above) for a required amount of time. If you want information to be erased, we will need to contact the appropriate authority to seek advice. Data will be erased by either shredding or computer deleting.

I want to see all the data you hold me?

This is your right. The nursery will make available to you all information we hold. This must happen within 4 weeks of your request.

You are holding wrong data?

If we are holding a piece of data that is wrong, please inform us as soon as possible and we will rectify the information we hold. Any concerned parties that need to know the nursery will inform within 48 hours.

I want to make a complaint?

If you are unhappy with any part of our data protection you can put in a complaint to the Information Commissioners Office (ICO) 0303 0123 0113

What if there is a breach of data?

If we know/suspect a breach of data, we will inform the persons who data has been breached and measures taken to correct this. We are obligated to inform the ICO of a data breach within 72 hours of becoming aware of the breach.

Who is responsible for Data Protection in the setting?

Gemma Grace (Manager) is responsible for all Data Protection in the nursery. If you have any questions, please see Gemma (manager).