

**Privacy Notice**  
**(How we use parents/carers and children's information)**

All information that we collect is necessary to meet our contractual and legal requirements as an Early Years Setting, from Ofsted, Local Authorities and the EYFS

The categories of information that we collect, hold and share include:

- Personal information (such as name, date of birth, address and email addresses)
- Characteristics (such as ethnicity, language, nationality, country of birth and funding eligibility) for children
- Attendance information (such as sessions, collecting person, number of absences and absence reasons) for children
- Relevant medical information for children (such as doctors information and allergies)
- Special Educational Needs information for children
- Assessment information for children
- Birth certificates for funding for children (copy of)
- Details of any accidents/ incidents/ existing injuries
- Relevant documentation for child protection and safeguarding concerns
- Funding information and details
- Trips and activities

#### 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 requirements of the EYFS, Ofsted, headcounts and early years census
- To ensure children are eligible for funding, including EYPP
- To process nursery fees
- To ensure health, safety and well being

#### The lawful basis on which we use this information

We collect and use children's information under the Statutory Framework for the Early Years Foundation Stage (given legal force by the Childcare Act 2006). By completing and signing the nursery application 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 nursery setting. The processing of the information you have provided about yourself and your child is necessary for the contract you have completed in the application form. We have a legal obligation to process the information provided to comply with the law.

#### Collecting Children's Information

Whilst the majority of children's 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 if you have a choice.

#### Storing Children's Data

We hold children's data securely, such as their registration details, accidents and medication forms. These are all kept for varied lengths of time. These can be found on the website.

### Who we share children's information with

We routinely share pupil information with:

- School/other nurseries that the children attend after leaving us
- Our local authority
- Ofsted
- Health Visitors
- Social Workers
- Inclusion teams, SEN panels, funding etc
- Local Children's Safeguarding Board / LADO
- Other providers that children attend
- Multi agency professionals working with individual children
- Area SENCO's

### Why we share pupil information

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

### Requesting access to your personal data

Under the data protection legislation, parents have the right to request access to information about them and their child that we hold. To make a request for your personal information, or be given access to your child's educational record/file, contact Rebecca Owen.

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

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

### Contact

If you would like to discuss anything in this privacy notice, please contact our data officer Rebecca Owen on:

- 01538 7546860
- [info@pathwayschildcare.co.uk](mailto:info@pathwayschildcare.co.uk)