



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 and address)
- Attendance information (such as sessions attended, number of absences and absence reasons) for children
- Relevant Medical information for children
- Special Educational Needs information for children
- Assessment information for children
- Characteristics (such as religion, language, nationality, country of birth and funding eligibility) for children
- Bank details for adults
- Proof of identity for adults
- Proof of Date of Birth i.e. copies of Birth Certificates or Passports for funding for children
- Details of any accidents / incidents / existing injuries
- Relevant documentation for child protection and safeguarding concerns
- Funding information and details

Why we collect and use this information

We use the data:

- to support children's learning
- to monitor and report on their progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to comply with the requirements of the EYFS and Ofsted
- to ensure children are eligible for funding
- to process nursery fees and deposit refunds
- to ensure children's health, safety and wellbeing

The lawful basis on which we use this information

We collect and use pupil information under the Statutory Framework for the Early Years Foundation Stage (given legal force by the Childcare Act 2006), The Limitation Act 1980, Companies Act 2006, and Charities Act 2011.

By completing and signing the nursery registration 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 registration 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 or if you have a choice in this.

Storing children's data

We hold children's data as follows:

- Registration details and assessment documents for 15 years
- Accident and medication forms for 30 years
- We delete children's on-line journals before three months after a child leaves Shofar; parents are able to download these at any point from them leaving up to this time.

Who we share children's information with

We routinely share pupil information with:

- Schools 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 boards / LADO
- Other providers that children attend
- Multi agency professionals working with individual children
- Area SENCO's
- Our partner organisations (MRJ, Alyth and FRS)

Why we share pupil information

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

Requesting access to your personal data

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, or to gain access to your child's educational record, contact our Headteacher/Compliance Officer at headteacher@shofardaycarenursery.org.uk

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 at headteacher@shofardaycarenursery.org.uk

Alternatively, you can contact 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 Compliance Officer at: headteacher@shofardaycarenursery.org.uk



Sharon Lee
Head teacher of Shofar

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Registered office as above. Shofar Daycare Nursery is a company limited by guarantee registered in England and Wales no: 9395603 and registered as a charity in England and Wales no. 1160802

