



## Privacy Notice

### **What is the purpose of this document?**

Little Professors is committed to protecting the privacy and security of all personal information that it holds.

This privacy notice describes how the Nursery collects and uses personal information about, children wishing to attend the Nursery, and the parents of the children, in accordance with Data Protection Legislation

Walsall college is the “data controller”, the designated Data Protection Officer is Gurpreet Sandhu. This means that the college is responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to parents and children wishing to attend Little Professors Nursery. This notice does not form part of any contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practical.

It is important that parents read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the Data Protection Legislation.

### **Children:**

We will collect, store and use the following categories of personal information about children:

- Name
- Date of birth
- Home address
- Dietary requirements
- Attendance information
- Photographs and video clips of the child to sign post children to where their belongings are stored and for general display purposes
- Emergency contact details should parents be unavailable
- Online learning journey for each child containing observations about the child's individual development whilst at nursery, specific examples of the child's

progress, photographs and video clips demonstrating the child's development whilst at the nursery, and personal details of the child (e.g. date of birth)

- Records relating to individual children e.g. care plans, common assessment frameworks, speech and language referral forms
- Records of any reportable death, injury, diseases or dangerous occurrence
- Information about a child's race or ethnicity, spoken language and nationality
- Information about a child's health, including any medical condition, health and sickness records
- Information about child's accident or incident reports including reports of accidents at home.
- Information about a child's incident forms/ child protection referrals forms/ child protection case details/ reports

## Parents

We will collect, store, and use the following categories of personal information about parents:

- Name
- Home address
- Telephone numbers, and personal email addresses
- National Insurance Number
- Conversations with Parents where employees of the Nursery deem it relevant to the prevention of radicalisation or other aspects of the governments prevent strategy

Little Professors Nursery collects this information from you, and where consent is given, receive information from previous settings. The setting holds this personal data and uses it to:

- Support individual children's learning and development
- Monitor and report on individual children's progress
- Provide appropriate pastoral care
- Assess the quality of the service we provide
- Comply with the law regarding data sharing
- Ensure that the setting receives appropriate funding, including supplementary payments for children with Special Educational Needs and Early Years Premium
- Meet funding requirements for early years places in Walsall
- Ensuring that the setting is administering the funding/ free entitlement appropriately
- Ofsted will be allowed access to the Nursery systems to review Nursery practices

Little Professors Nursery may also securely transfer information about you and your partner (if applicable) to:

- Apply for Early Years Pupil Premium for your child to ensure we provide appropriate teaching and learning, facilities and resources to enhance the quality of your child's experience.
- Apply for Disability Access Fund as per any allocations
- Validate your 30 hours Eligibility Code to allow your child to access their 'additional' entitlement.

Access to information is conducted on a strictly need to know basis. Information is held securely and confidentially. We do not share information about children or parents using the setting without consent unless the law and our policies allow us to do so. Any information will be securely shared across the Local Authority. Information is securely stored within the nursery for a period of 7 years from date the child leaves the setting, before being disposed of/ deleted from electronic systems.

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 be given access to your child's educational record, contact Gemma Earp Nursery Manager)

You also have the right to:

- Withdraw consent at any time, when relevant
- Object to processing of personal data that is likely to cause, or is causing, damage or distress.
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- Claim compensation for damages caused by breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with the Data Protection Officer in the first instance, or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>