



## **Privacy Notice**

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

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

### **Why do we collect and use your child's information**

We collect and use your child's information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

We use your child's data to support pupil learning

- to monitor and report on progress
- to provide appropriate care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to support you and your child with transitions to their next nursery or school.

### **Personal data we collect about your child includes**

Your child's name, date of birth, address, health and medical needs, language, nationality, country of birth, attendance information, development needs, development progress and summary reports, two-year check and any special education needs or disabilities.

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

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

### **Personal details we collect about you include:**

Your name, home and work address, phone numbers, emergency contact detail.

This information will be collected from you directly in the registration form.

If you apply for the 30 hours free childcare, we will also collect your national insurance number, date of birth and eligibility code. We also collect your national insurance number to apply for the pupil premium funding for your child, with your consent to do so.

### Collecting your child's information

Whilst the majority of 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 pupil information to us or if you have a choice in this.

### Storing pupil information

Peter Rabbit Nursery keep information about you and your child on a computer system (Tapestry) and also on paper.

We hold your child's progress records securely until you change nursery/school. Your child's records will then be transferred to your new school where they will be retained until your child reaches the age of 25, after which they are safely destroyed. Once your child leaves Peter Rabbit Nursery, parents/carers will be able to download their child's Tapestry account. We will then delete any Data we store of you a child on Tapestry.

### Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share your child's data with the Department for Education (DfE) on a statutory basis. This data sharing underpins nursery funding and educational attainment policy and monitoring.

A parent / guardian can request that only their child's name, address and date of birth is passed to their local authority or provider by informing us. This right is transferred to the child/pupil once he/she reaches the age of 16.

We are required by law, to provide information about the children attending Peter Rabbit to the DfE as part of statutory data collections such as the early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

### Requesting access to your personal data Under data protection legislation.

You have the right to request access to information that we hold about you or your child.

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, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

We record and share information about children and their families under the six principles or the Data Protection Regulations (GDPR 2018).

The six principles state that personal data must be

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject.
2. Collected for specified, explicit and legitimate purpose and not for other purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purpose for which data is processed.
4. Accurate and where necessary, kept up to date.
5. Kept in a form that permits identification of data for no longer than necessary.
6. Processed in a way that ensure appropriate security of the personal data.

We are obliged to share confidential information without authorisation if it is in the public interest. That is when:

- To prevent a crime from being committed or to intervene where one may have been, or to prevent harm to a child or adult.