



34. PRIVACY NOTICE PARENT/CARER- DATA PROTECTION ACT 1998 GENERAL DATA PROTECTION REGULATION (GDPR) 2016

As an Ofsted registered setting, Kate Adams is the data controller for the purposes of the DPA and GDPR and I am registered with the Information Commissioner's Office (ICO).

To comply with legislation and my Ofsted registration, I must collect information from you and may receive information about you from past employees etc. I hold this personal data and use it to:

- Comply with legislation
- Ensure that my Early Years setting receives the appropriate funding
- Monitor and report on your child's progress
- Provide appropriate pastoral care, and
- Assess how well the setting is doing

The personal information collected regarding your child and you could include:

- Child's and parents'/carers' names
- Child's date of birth
- Address(es) of child and parents/carers
- Email address(es) and contact details of parents/carers
- Details of parental responsibility
- Emergency contact details
- Doctor's name and contact details
- Dentist's name and contact details
- Any medical details, allergies and any special educational needs and disabilities,
- National insurance number (for funding claims)
- Observations of children's progress, assessments, individual planning and progress summaries (Learning Journeys)
- Children's information from other settings and / or other outside professionals
- Photographs
- Attendance register, contracts and fees
- Accidents, incidents and medication records

- Child protection information
- Ethnic group

Most of the information I collect about you and your child is statutory, to ensure I comply with my duties under:

- Early Years Foundation Stage 2017, Childcare (General Childcare Register) Regulations 2008, Childcare Act 2006
- Registration as a nursery with Ofsted
- Keeping Children Safe in Education 2016
- Limitation Act 1980
- Local Safeguarding Children Board requirements
- HMRC
- LA funding requirements
- GDPR 2016

When information is optional, I will let you know that you have a choice about whether to share it with me or not.

Unless there are specific reasons regarding child protection that I have been advised by the Local Safeguarding Children Board, you have a right under the DPA and GDPR to ask to see the information I hold on you and your child. Please speak to me for more information.

You have the right to ask for personal data held about you and/or your child to be erased – this is known as ‘right to erasure’. I will conform to such requests unless I have a statutory duty to retain the data. Please speak to me for more information.

I will not transfer or otherwise disclose to third parties your personal data or personal data of others you have provided to me except:

- where permitted to do so for the purpose of exercising my regulatory functions
- where permitted or required by law to assist other agencies to exercise their statutory functions
- where you have agreed to the disclosure.

Details on whom I may share information with, how long I must retain data and how I store data are given in my Data Protection and Confidentiality Policy, my Information Sharing Policy and my Safeguarding Children & Child Protection Policy. You are asked to sign below to confirm receipt and acceptance of these policies.

As part of my setting’s Registration, I am required to pass some information about you to Ofsted.

If you require more information about how Ofsted store and use your information, then please contact them:

Address: Piccadilly Gate, Store Street, Manchester, M1 2WD
Telephone: 0300 123 1231
Email: enquiries@ofsted.gov.uk

Information Commissioners Office

If you are concerned about a data breach or the way in which I collect, store or share information, you can contact the Information Commissioner's Office: 0303 123 1113

I acknowledge receipt of this Privacy Notice Yes/No

I acknowledge receipt and acceptance of the settings Data Protection and Confidentiality Policy, Information Sharing Policy and Safeguarding Children & Child Protection Policy which detail who the setting may share information with and how long and how they will retain data Yes/No

I understand that, if it is a matter of safeguarding a child or vulnerable adult, information may be shared without my knowledge with the Multi-Agency Safeguarding Hub (MASH), the Local Area Designated Officer (LADO) or potentially the police. Yes/No

Name of Manager:

Name of Child :

Name of Parent/Carer:

Signature of Parent/Carer:

Dated:

This policy was produced on 5/5/18 and last updated on 13/4/19