

## [Privacy Notice \(How we use and hold children's information\)](#)

Wyncliffe Childcare holds personal data within the nursery by law. Information is collected, stored and used for the purposes of keeping information regarding the children and their families. WC stores the personal data securely. Data is used to contact parents/carers, to view the children's medical records and to uphold information to ensure the children is able to access funding. As an Early Years provider, we may need to share information with our Local Authority which is adhered by our policies and procedures regarding safeguarding.

### [The categories of children's information that we process](#)

- Personal identifiers and contacts (such as name, date of birth, contact details and address)
- Characteristics (such as ethnicity, language, funding information)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including needs and ranking)
- Medical information and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements).
- Attendance (such as sessions attended, number of absences, absence reasons)
- Assessment and attainment (such as EYFP information, Letters and Sounds curriculum, and any further information)

### [What personal information we process and why](#)

- Registration forms – identify each child and their families, contacts, invoicing, requirements
- Birth Certificates – identify each child and for funding purposes
- Registers – funding data, fire procedures, absences
- Tapestry – parents information, collecting data from children's progress
- Medical forms – permission to administer medicine
- Accident forms – store information
- Safeguarding information – required by law to protect children
- Photos / videos – development purposes
- Reports (such as EYFP data and ranking – children's development)
- ALN – documents including needs and ranking

### [Why we collect and use children's information](#)

- To support children's learning and development
- To monitor report on student attainment progress
- To access quality of our services
- To keep children safe (food allergies, emergency contact details)
- To meet the statutory duties placed upon us for DfE data collections

## [Privacy Notice \(How we use and hold children's information\)](#)

### How we collect personal data

We collect personal data before the child starts at nursery. This is to ensure we have the correct data and contacts before the children's first day at Nursery. Registration forms are collected via email or on paper. We also use these forms to add our families to Tapestry (online journals) and the invoicing system. The data used are children's names, family names, email addresses and sessions attended at the nursery. We also collect personal information when collecting information for the any funding. To allow a family to obtain the hours, the local authority will need to locate each child. Families complete the forms and then we ask for a copy of the child's birth certificate which we require by law. Again, these are collected and kept within the children's person file.

Parents often email to use, this is then printed and deleted and stored within the children's file.

Registration forms allow us to add a child to Tapestry (online journal) which requires the name and age of the child, as well as the families email addresses and names. Parents require to sign permissions for us to add their information onto Tapestry. Methods of data are collected to ensure we have the correct documents by law but also for our operational use.

Pupil data is essential for the nursery, however some information we require is requested voluntarily. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain information or whether you have the choice.

### How we store personal data

We hold children's data securely for the set of time our data retention schedule (see retention policy). We store the children's data in a secure, locked cabinet within the office. Only managers have access however you can access your data when required. You also have the right to opt out of us storing your information when you have left the nursery permanently. There are however, certain forms we need to keep by law (see policies and retention policy).

### Who we share data with

We share data with:

- The local authority
- Schools (only the school the child is attending after leaving us)
- The department of education

With agreement from you, we would share information with schools, the DfE (obtain funding, extra support, etc). We do not share any information about our children/families unless our policies or law allow us to do so. Any other information would require to share your information with such as a teacher at your child's school would benefit the child so it's beneficial to do so. The Department for Education (DfE) will need to access data if you're claiming funding, services and/or agencies within the local authority. Information will be passed on securely from WC (see our policy on confidentiality). Data may be passed on to the specific team within the local authority.

## [Privacy Notice \(How we use and hold children's information\)](#)

### Requesting access to your personal data

Under the protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or to be given access to your child's educational record please contact Teresa James

You also have the right to:

- Object to processing of personal data that is likely to cause or is causing distress.
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate data rectified, blocked, erased or destroyed, and
- A right to seek redress, either through the ICO or through the courts.

If you have a concern or complaint about the way we are collecting or using your data, you can raise your concern with us in the first instance or directly to the Information Commissioners Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact:

Teresa James

Wyncliffe Childcare

Quickwell Hill

St.Davids

Sa626PD

Info.wyncliffechildcare@gmail.com