



• Learning by Doing •

The General Data Protection Policy

Privacy Notice - For children, Parents/carers

At Springfield Day Nursery we take your privacy seriously and are committed to ensuring that your personal data is protected in accordance with data protection laws and used in line with your expectations.

What personal data we collect

We collect personal information relating to the child, parents and carers. These include enrolment forms, completed for the children who start at our setting, funding forms, registers and learning journeys.

Why we collect and use this information

- To support children's learning
- To monitor and report on children's progress
- Safeguarding requirements
- To comply with the law regarding data sharing
- Early years census.

Who we share your data with

We share information with:

- Schools that children attend after leaving us
- Local authority
- Department of education
- Police
- Other professionals.

Why we share information

We don't share information about our children or their families/carers without consent unless the law and our policies allow us to do so.

We share data with the Department for Education on a statutory basis. This data sharing underpins setting funding and educational attainment policy and monitoring.

We are required by law, to provide information about our children to the Department of education in the form of the early year's census. Some of this is stored in The National Pupil Database.

Requesting access to your personal data

Under data protection legislation, parents have the right to request access to information about them that we hold. To make request for your personal information, or be given access to your child's educational record, contact Sarah Orford.

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
- Claim compensation for damages caused by breach of the Data Protection regulations.

If you have a concern about the way we are collection or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the information commissioner's office at: <https://ico.org.uk/concerns>

Contact

If you would like to discuss anything in the privacy notice, please contact Sarah Orford at Springfield Day Nursery.

At Springfield Day Nursery we ensure that all information is stored in a locked cabinet. The keys are also stored in a secure cupboard.

The computer is password protected, this is changed on a regular basis.

Policy adopted

Amended: November 2018

Review date: Nov 2019

Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment.

If you are happy for Springfield Day Nursery to continue to collect and share your data please confirm below.

Parent/Carer name:

Child's name:

Signature:

Date: