



## Privacy Notice (How we use children's information)

### The categories of children's information that we process include:

- personal identifiers and contacts (such as name, contact details and address for children and their parents/carers)
- characteristics (such as ethnicity, language, and pupil premium eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical 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)
- assessments (such as 2-year checks)

This list is not exhaustive, a full list can be found on our website or via the office.

### Why we collect and use children's information

We collect and use children's information, for the following purposes:

- to support children's learning
- to monitor and report on children's progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, medical conditions or emergency contact details)

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing children's information are:

- We have a lawful reason for collecting personal data – we will ensure our data collection and processing is in accordance with the conditions regarding fair collection and use of personal data
- We only use personal data for the reason it was initially obtained – we will notify you from the onset of the purposes for which personal data is to be used and we will not use it for any other purpose
- We will not collect any more personal data than is necessary to fulfil our operational and legal requirements
- We will ensure our personal data is accurate – we will ask parents/carers to check annually and confirm that their data is up to date



- We will not keep personal data for any longer than necessary to complete the tasks it was collect for
- We will protect personal data – we will also ensure that anyone else charged with using this personal data processes and stores it securely
- We will be accountable for personal data and ensure that we (and anyone working with us) are complying with the law.

## How we collect children’s information

We collect children’s information in a number of ways including waiting list forms, consent forms, registration forms, emergency treatment permissions forms, tapestry agreement forms, health care plans, medical diagnosis and action forms, transition reports from other settings, reports from outside agencies and discussions with parents/carers and other third parties.

Children’s data is essential for the settings operational use. Whilst the majority of the information you provide to us is mandatory, some of it requested on a voluntary basis. 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 to us or if you have a choice in this.

## How we store children’s data

We hold children’s data securely for the set amount of time shown in our Retention Periods for Records document. For more information on our data retention periods and how we keep your data safe, please visit our website at [www.newtonlongvillepreschool.com/policiesandforms](http://www.newtonlongvillepreschool.com/policiesandforms).

## Who we share children’s information with

We routinely share children’s information with:

- schools and other settings that children attend after leaving us
- our local authority and/or the local authority where a child lives
- outside agencies and professionals (e.g. health visitors, speech therapists, GP’s etc.)

## Sharing information without consent

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

## Requesting access to your personal data

Under data protection legislation, parents/carers 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 records, please contact Emma Young, our Data Protection Officer.

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
- 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 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/>

## Contact

**If you would like to discuss anything in this privacy notice, please contact:** Emma Young, Data Protection Officer, Newton Longville Preschool and Extended Services, School Drive, Newton Longville MK17 0BZ