

# Trinity Park

## Privacy Notice – Parents/Guardians

### **Privacy Notice (How we use parents/carers and children's information)**

Under Data Protection/General Data Protection Regulation (GDPR) law Trinity Park Nursery has certain obligations as a data controller of personal information. This document is intended to make clear what information we hold, the purpose for us holding that information and our obligations in relation to it, and also to make you aware of your rights as data subjects.

### **The categories of information that we collect, hold and share include:**

- Personal information (such as name, date of birth and address)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information (such as sessions attended and number of absences) for children
- Medical information (any relevant medical conditions or treatments and a log of any incidents/illnesses that we are aware of that occurred in school).
- Special Educational Needs information for children
- Assessment information for children
- Bank details for parents
- SEN (record of any Special Education Needs along with associated observations, strategies and learning plans)
- Assessment information (such as observations on individual children's learning development progress etc).
- Birth certificates for pre-school funding for children
- Details of any accidents / incidents / existing injuries to children
- Relevant documentation for child protection and safeguarding concerns

### **Why we collect and use this data information:**

- to support children's learning
- to monitor and report on their progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to comply with the requirements of Early Years and Social Services
- to ensure pre-school children are eligible for appropriate funding
- to process nursery fees
- to ensure children's health, safety and wellbeing at all times

### **The lawful basis on which we use this information**

We collect and use pupil information under the Statutory Framework for the Early Years Foundation Stage (given legal force by the Childcare Act 2006), The Limitation Act 1980. By completing and signing the nursery registration form you are giving consent for us to process yours and your child's personal data for the specific purposes of being part of the nursery setting. The processing of the information you have provided about yourself and your child is necessary for the contract you have completed in the registration form. We have a legal obligation to process the information provided to comply with the law. Whilst the majority of children's 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 information to us or if you have a choice in this.

### **Who we share children's information with:**

We routinely share children's information with:

- Department of Education (DOE)
- Primary Schools that the children attend after leaving us
- Our local authority
- Education Training Inspectorate (ETI)
- Health Visitors
- Social Workers
- Inclusion teams, SEN panels, funding opportunities etc
- Local Children's safeguarding boards
- Multi agency professionals working with individual children

### **Why we share children's information:**

We do not share personal information about children in our care with anyone, without consent from parents/guardians, unless we are obliged to as part of a lawful process or investigation. We share children's data with the Department of Education (DOE) on a statutory basis. This data sharing underpins pre-school funding and educational attainment policy and monitoring.

### **Requesting access to your personal data**

Under data protection legislation, parents and children have the right to request access to personal information about them that we hold. To make a request for your personal information, or to be given access to your child's personal information that we hold, contact us at: [trinity-park@live.co.uk](mailto:trinity-park@live.co.uk)

*You also have the right to:*

- You have the right to obtain confirmation that your personal data is being processed, and access to your personal data
- You are entitled to have personal data rectified if it is inaccurate or incomplete
- You have a right to have personal data erased and to prevent processing, in specific circumstances
- You have the right to 'block' or suppress processing of personal data, in specific circumstances
- You have the right to data portability, in specific circumstances
- You have the right to object to the processing, in specific circumstances
- You have rights in relation to automated decision making and profiling

### **Storing childrens data**

We keep personal information about children while they are attending our setting. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Trinity Park Nursery has a document retention policy which adheres to the requirements of relevant legislation. This policy has a schedule that states how long files should be retained and furthermore, when and how they can be destroyed. The document retention guidelines adhere to the fifth principle of GDPR that states personal data shall be

*“kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals”*

For full details of the Data Retention Policy, please refer to our policies and procedures file.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance at: [trinity-park@live.co.uk](mailto:trinity-park@live.co.uk)

Alternatively, you can contact the Information Commissioner’s Office at: [casework@ico.org.uk](mailto:casework@ico.org.uk)

- Telephone: 0303 1231113
- Text phone: 01625 545860
- Opening Hours: Monday to Friday- 9am to 4:30pm