



## Privacy Notice

At Little Meadows Nursery, we take your privacy seriously, and in accordance with Data Protection 2018; UKGDPR, the Early Years Foundation Stage, the Childcare Register and the Early Years Inspection Handbook along with the Local Authority we will be asking you for personal data about you and your child/ren to deliver a childcare service to you. There are six legal bases for collecting data and we commit to only collecting data under these legal bases. They are as follows: -

- 1. Consent:** Parents have agreed that we can process data about their child. i.e. we ask consent to put a photo of a child on our website. Other consents we will ask for is medication, and to share information with other Professionals. Remember as a parent you can withdraw consent at any time.
- 2. Contractual Necessity:** Data processing is needed to complete a Contractual agreement. i.e. The Contract we have with parents for the childcare of their child/ren.
- 3. Legal obligation:** We are required to legally process the information. i.e. the information is required by the DfE in the EYFS and or Childcare Register and /or by Ofsted in the Early Years Inspection Handbook. For example, family personal details – We collect this information on our “Child Record Form”.
- 4. Vital interests:** This covers information that protects a child in a life-or-death situation i.e. Medical history. For example, a nut allergy, emergency contacts.
- 5. Legitimate interests:** To provide a high-quality service, we have good reason to ask for the information and process the data. i.e. information about the child, their home life, daily routines to enable us to provide a high quality of childcare.
- 6. Public task:** Processing Data is in the public interest. We have no need to process data for this reason. We are unlikely to collect data for this reason.

Where parental consent is needed, we will support any decisions you have made on how it is processed and respect your right to remove data.

Our commitment will be to:

- Collect necessary data as part of your child’s induction to the setting
- Ask for information when we initially agree on childcare
- Record it in paper form or digitally
- Request information at regular intervals to ensure it is up to date, i.e. Child Record forms, consent forms and policies annually.

We have completed a data audit which shows the information we collect, why it is collected, how it is used, where it is stored, who the information is for and how long it will be retained. The data audit is available upon request.

With your 'consent' data will be used for sharing with:

- other professionals such as Teachers, Health Visitors and Medical Professionals, i.e. Teachers at Infant and Junior Schools to ensure we provide a high-quality service.
- The local authority through the Early Years Funding.

Data will also be shared without your consent, if we have any concerns about the safety of your child.

Please do not hesitate to ask any questions about this policy and procedures.

.