

Privacy Notice (How we use children and families information)

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

- Personal information (such as name, date of birth and address)
- Characteristics (such as language, nationality, country of birth and funded place eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant medical information (such as conditions that may require treatment during session times)
- Assessment information
- Information about any special educational need or disability

Why we collect and use this information

We use the data:

- to support the child's learning and development
- to monitor and report on the child's progress, both internally and to Cambridgeshire County Council
- 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 the Early Years Foundation Stage Statutory Framework (2017)

The lawful basis on which we use this information

We collect and use pupil information under the Early Years Foundation Stage Statutory Framework (2017), the Equalities Act (2010), the Data Protection Act (1996) and the GDPR (2018).

Collecting child information

Whilst the majority of child information you provide to us is mandatory, some of it is provided to us on a voluntary basis. 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.

Storing pupil data

Data is stored securely, in locked filing cabinets or on password protected laptops. We hold pupil data for 3 years after the child has left the setting, to allow for claims against our Public Liability Insurance. After that records are shredded and then burnt. Relevant data is passed onto schools or settings that the child attends after ours.

Who we share pupil information with

We routinely share pupil information with:

- schools and settings that the children attend after leaving us
- our local authority
- the Department for Education (DfE)

- the Cambridgeshire Multi-Agency Safeguarding Hub

Why we share children's information

We do not share information about our pupils 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 and pupils 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 educational record, contact the setting manager.

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
- claim compensation for damages caused by a breach of the Data Protection regulations

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. Alternatively, you can contact 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: Lucy Alda or Chris Barton