



GDPR Privacy Notice

At Wivenhoe Park Day Nursery we take privacy very seriously. We have reviewed our record obtaining, sharing and storing methods to ensure that we are compliant with the General Data Protection Regulation (GDPR).

Children's Records

We collect, hold and share:

- Personal Information such as name, address and date of birth.
- Characteristics such as ethnicity, languages spoken, nationality, country of birth, pupil premium eligibility.
- Attendance information such as sessions attended, number of absences and reasons for absence.
- Observations and assessment information
- Progress tracking
- Medical and dietary needs
- Information on any special educational needs or disabilities.
- Safeguarding concerns, referrals or issues.

Within the children's records we will also collect, hold and share parents/guardians details. These may include:

- Personal information like name, address, telephone numbers and email addresses.
- National insurance numbers in relation to the 3 year old 30 hour funding.
- Date of birth when applying for Pupil Premium
- Payroll and employment information when using the Salary Sacrifice scheme.

We will also hold names, address, telephone numbers and email addresses for emergency contacts.

Why We Collect Your Children's Data:

We collect this information on our children and parents for various reasons. The information gathered ensures we meet the requirements of the Early Years Foundation Stage and support our children in their learning and development. It enables staff to plan suitable activities, extending the children's knowledge and skills. We are then able to monitor and report on their progress

It ensures we keep children safe in our provision, providing appropriate emotional and behavioural support where and when required. It enables us to make contact with parents/guardians in case of emergency.

We are able to make claims to Essex County Council for the Free Early Education Entitlement and we are able to provide university staff members with a tax free childcare salary sacrifice option with the information we collate.

The information held allows us to self-evaluate the quality of our services as a childcare provider, making sure we are complying with the law regarding the sharing of information within the GDPR.

The majority of your children's information you provide us with is mandatory, some of it is provided on a voluntary basis. In order to comply with the GDPR we will inform you whether you are required to provide the information or whether you have a choice.

For some of the information our legal basis for holding it is fulfilment of our contract with you. For other information our legal basis will be your informed consent.

How We Store Your Children's Data:

After your child has left our setting we are required to store their data for a reasonable period of time. This is a requirement of the EYFS who recommend that we retain the children's data until they reach the age of 21 or 24 for safeguarding records. This information is held securely and can only be accessed by authorised staff. The authorised staff are the Nursery Manager, Deputy Manager and the Safeguarding Officer.

Who We Share Your Children's Data With:

The information we hold on your child will be shared with outside agencies where necessary. These include other childcare settings that the child may attend, Essex County Council for funding claims, Special educational needs co-ordinators, NHS services (speech/language/hearing/ therapists), schools that the child attends when they leave our provision and the Department of Education when they collate the annual early years census.

Your children's data will also be shared with anyone you consent to us sharing this with on the registration forms. If this changes at any time you must inform us in writing that you wish someone to be added or removed from your child's record.

Why We Share Children's Information:

We restrict sharing to times where we have statutory requirements or where our policies require us to do so. Our policies are kept in a green folder in the reception area and are available for your viewing anytime.

Sharing Parents and Guardians Data:

All data relating to parents and guardians will be kept confidentially unless as with children's data we are obliged to share it. Examples of this maybe with the emergency services or if there is a safeguarding concern.



Requesting Access to your Personal Data:

Under the GDPR you have the right to request access to your personal information that we hold. You also have the right to object to the processing of personal data that is likely to cause damage or distress.

During the application process you can instruct us that you do not wish your data to be used for direct marketing. In certain circumstances you can have inaccurate personal data rectified or erased and you can claim compensation for damages caused by a breach of GDPR.

If you have any concerns about the way we are collecting or using your personal data please raise this with us in the first instance. You can also raise concerns directly with the University's Data Protection Officer dpo@essex.ac.uk. You do also have a right of complaint to the Office of the Information Commissioner www.ico.org.uk, but do please come to us first so that we can do our best to rectify any problems.

Document reviewed on	November 2020	Where this document is displayed / duplicated Staff Handbook Policy folder
Reviewed on behalf of the nursery by	Ella Frost/ Lucy Rose	
Date disseminated to staff	August 2019	
Date for next review	November 2021	