



## GDPR and Privacy Notice

### **What is a privacy notice?**

The purpose of the privacy notice is to explain how you and your family's personal information may be used. It details why we collect information and who we may share it with.

### **Who are we?**

We Cherubs Nurseries, are a Data Collector for the purpose of the data protection act 2018. We collect information from you and your family and may receive information about you and your family from a previous nursery setting and outside agencies.

### **Why is information collected?**

The reasons we keep records about you and your family are to:

- Support teaching and learning
- Monitor and report on children's progress
- Provide appropriate care
- Give the best possible service
- Access funding for early years provision for your child.
- Safeguard children and young people from harm.
- Assess the quality of our provision.
- Comply with OSFTED requirements

### **What information is collected?**

Information that may be collected includes contact details, baseline assessments, attendance information, names, Date of Birth, developmental records, Two year progress review information and any relevant medical information. We may share information regarding your child with other professionals (health visitor or paediatrician)

### **Who may my/my family's information be shared with?**

We will not give information about you or your family to anyone outside Cherubs Nurseries without your consent unless the law and our rules allow us to.

We are required, by law, to pass certain information about our children and families to our local authority. The local authority may also share the children's information that we supply to them, with a third party. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 2018. Decisions on whether your information is released to a third party are subject to robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to children's data, requestors must comply with strict terms and conditions

covering the confidentiality and handling of data, security arrangements, retention and use of the data.

To ensure there is no abuse of personal data we have the following controls, safeguards and limitations in place in regard to the use of and the sharing of the above information:

- A) The information will not be used for any purpose other than those stated in this notice.
- B) The information will be held and, when appropriate and necessary, shared securely in accordance with our policies, procedures and relevant legislation.

Cherubs Nurseries uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible. These functions may include the assessment of any special educational needs a child may have, assessment for eligibility to funding, support the process of admissions to schools and provide information for children, young people and family services.

Cherubs Nurseries may also share information, when it is appropriate and within the legal framework, with other organisations for example:

- Doctors, health visitors, speech therapist and support teachers
- Police officers, solicitors and crown prosecution service
- Safeguarding, MASH, Starting point or MARF teams
- Blossom Educational (electronic development system)
- ChildsPlay (electronic accounts system)
- MailerLite and Send in Blue (emailing and text system)
- Schools and family services, schools and other early years settings
- OFSTED
- County and City Councils

Organisations have a legal right to share information when it is in the best interest of the child or young person. Sometimes we have a duty to share information and would need to justify why we did not. However, we only share information with professionals who have a legitimate need in order to provide you or your family with support or intervention.

### **Can I see the information held about me and my family?**

Under the data protection act 2018 parents and carers are entitled to know what information is held about your child/ren. If you want to see a copy of the information we hold and share about your child then please contact your Nursery Manager. If you suspect that you or your family's information is incorrect you have a right to request that the information is amended.

For independent advice about data protection, privacy and information sharing issues you can contact:

The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

0303 1231113

[www.ico.org.uk](http://www.ico.org.uk)

The Information Commissioner's Office deals with concerns and complaints relating to data protection and freedom of information legislation.