LYMPSTONE PRESCHOOL

I/We take your privacy seriously, and in accordance with the General Data Protection Regulation, I/We will commit to the following:

I/We will be asking you for personal data about you and your child/ren in order to deliver a childcare service to you. I/We must have a legal basis for collecting this data, and there are six lawful bases:

**(a) Consent:**

The individual has given clear consent for you to process their personal data for a specific purpose.

**(b) Contract:**

The processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

**(c) Legal obligation:**

The processing is necessary for you to comply with the law (not including contractual obligations).

**(d) Vital interests:**

The processing is necessary to protect someone’s life.

**(e) Public task:**

The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

**(f) Legitimate interests:**

The processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual’s personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

I will be processing your data under the following basis: **LEGITIMATE INTERESTS**

Where I require consent, I will provide a way for you to positively make a decision about the information that you make available and how this is shared.

This information will be collected by **VICKI DRINKWATER** as part of the child’s induction to the setting. I/We will be asking for this data verbally at our initial meeting and recording it on paper forms/digitally. I/We will ask for this information at regular intervals to ensure it is up to date. I/We will do this by asking you to complete and return a data form.

The information that I/We require will be;

* Child’s name
* Child’s date of birth
* Child’s age
* Child’s address
* Parents’ names, addresses, contact numbers
* Who has parental responsibility for the child (COPY OF BIRTH CERTIFICATE HELD)
* Emergency contact names, addresses and contact number
* Child’s doctor’s name and contact number
* Health clinic/health visitor
* Child’s NHS number
* Any allergies/medical history/ requirements
* Information about immunisations
* Whether the child has any special educational needs or disabilities
* Ethnic group
* Religion
* Home language
* Child and/or parents’ National Insurance number

I am required to hold and use this personal data in order to comply with the statutory framework of England/Wales, Ofsted/CIW, the Department for Education and my local authority early years team. This data will be used to:

* support your child’s development
* monitor and report on your child’s progress
* share information about activities in our setting
* contact named people in an emergency
* share with other professionals in accordance with legislation
* ensure a contract of service is delivered and maintained
* ensure that this setting receives the statutory funding for which it is eligible.

With your permission this data may be, when necessary, shared with:

* Other professionals supporting your child, for example health visitor, pre-school, nursery, school, other health or education professional
* My local authority through the Free Childcare and Early Education Entitlement headcount and annual Early Years Census (England)
* My local authority for the purposes of funded services that they support e.g Flying Start or the Childcare Offer (Wales)
* The local safeguarding children’s board or Social Services Referral and Assessment Team if I ever have any concerns about the safety of your child.
* Ofsted/CIW

If you want to see a copy of the information I/we hold and share about you or your child then please contact **VICKI DRINKWATER**

I am required by law to keep some information about your child for a period of time after a child has left the setting. I will keep a record of this and dispose securely at the correct time.

**Please see my data protection policy for further information on data sharing, safe storage and your rights to access your data.**

**Date:**