



Little Acorns Children's Club GDPR Privacy Notice

At Little Acorns Children's Club we take privacy very serious and with effect from the end of May 2018, a new data protection privacy law has been introduced in the UK, the General Data Protection Regulations (GDPR).

We are registered with the Information Commissioner's Office (ICO).

We have created a new Privacy Notice to inform all parents/carers on how we use and protect your information.

Although we have not changed the way we use and share your information, this notice is been shared to inform you of your increased rights in relation to the information held on you including what information we collect about parents/carers and their children, how we use it and the legal grounds for it.

Privacy Notice (How we use parents/carers and their children information).

All the information that we collect is necessary to meet our contractual and legal requirements as an Early Years Setting and Out of school Club for OFSTED, London Borough of Redbridge Local Authority and the EYFS.

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

- Personal information (such as name, address, date of birth, birth certificate of child).
- Characteristics (such as ethnicity, language, nationality, country of birth, funding eligibility for children including early years pupil premium eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons) for children.
- Observations, assessment information and tracking of progress.
- Relevant medical information for children.
- Information on special educational needs and disabilities (including if accessing Disability Living Allowance and entitlement to the Disability Access Fund).
- Relevant information for child protection and safeguarding concerns.
- Referrals to other relevant services

We also collect, hold and share some information on the children's parent/guardians:

- Personal information (names, address, contact numbers and emails).
- National Insurance Numbers (eligibility to early years' pupil premium).
- Proof of Identity.

Why we collect and use this information.

We use the child's and parents' data to:

- To provide appropriate pastoral care including the provision of appropriate behavioural and emotional support as required.
- To comply with the requirements of the Early Years Foundation Stage Statutory Requirements and Ofsted.

- To support children's learning and development (staff to plan suitable activities to extend their knowledge and understanding).
- To monitor and report on their progress.
- Legal obligation - to comply with the law regarding data sharing (GDPR-submitting data for the early years' census, contract with local authority to provide funded childcare to eligible families).
- To ensure children's health, safety and wellbeing by ensuring that all children are safe within our childcare provision.
- To process or nursery/out of school fees.

The lawful basis on which we use this information

We collect and use children's information under the Statutory Frame for the Early Years Foundation Stage (given legal force by the Childcare Act 2006), The Limitation Act 1980. By completing and signing the nursery/out of school registration forms, you are giving consent for us to process yours and your child's personal data for the specific purposes of being part of the nursery/Out of school club setting. The processing of the information you have provided about yourself and your child is necessary for the contract you have completed in the registration form.

We have a legal obligation to process the information provided we comply with the law.

Collecting children's information

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

Storing Children's data

We are required to hold children's data for a reasonable period of time after children have left the provision (we hold the data on learning and assessment details for approximately 3- 6 months after the child has left the provision, unless there has been a serious incident/accident or legal reason) as a requirement under the EYFS. **The Limitation Act 1980 recommends that we retain data until the child reaches the age of 21 years or until the child reaches the age of 24 years for child protection records.**

Your data will be held securely and will only be accessible by staff who are authorised to do so.

Who we share information with

We routinely share information with:

- Our Local Authority (Funding Team and early years census)
- DfE - annual early years census
- Ofsted
- Schools that children attend after leaving our setting.
- NHS Services - health visitors & speech and language therapists
- Social Workers
- Inclusion Team, SEN panels, funding team
- Area SENCOs
- Local Children's Safeguarding Board/LADO
- Multi Agency professional working with individual children
- Other providers that child is currently engaging whilst with us.

Why we share children's information

We do not share information about our children with anyone without your consent unless the law and policies allow us to do so as part of a lawful process or investigation.

Data collection requirements

To be granted access to children's information, organisation must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

Requesting access to your personal data

Under data protection legislation, parents and children 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 early year records, contact:

Data protection Officer: Mrs Rebecca Odoi - littleacorns_club@live.co.uk

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.
- 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 ICO.

Contact

If you would like to discuss anything in this privacy notice, please contact

Data Protection Officer: Mrs Rebecca Odoi

Email: littleacorns_club@live.co.uk

Telephone Number: 07926825667