

Furzehill Childcare Centre

PRIVACY NOTICE

Furzehill Childcare Centre takes your privacy seriously and in accordance with the General Data Protection Regulation, Furzehill Childcare Centre will commit to the following:

We will be asking you for personal data about you and your child/ren in order to deliver a childcare service to you. 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 us to process their personal data for a specific purpose.

(b) Contract:

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

(c) Legal obligation:

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

(f) Legitimate interests:

The processing is necessary for our 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.

Furzehill Childcare Centre will be processing your data under the following bases:

(a) Consent:

(b) Contract:

(c) Legal obligation:

(d) Vital interests:

(f) Legitimate interests:

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

This information will be collected by Furzehill Childcare Centre as part of the child's registration to the setting. We will be asking for this data verbally and in writing from the parent at our initial meeting and recording it on our own paper forms and digitally. We will ask to check this information at regular intervals to ensure it is up to date.

The information that you will be asked to provide will be:

- Child's name
- Child's date of birth
- Child's age
- Child's address
- Parents' names, addresses, contact numbers and e-mail addresses
- Who has parental responsibility for the child
- Details of any court orders
- Child protection and safeguarding information
- Emergency contact names, addresses and contact number
- Child's doctor's name and contact number and address of medical centre

- Health clinic/health visitor
- Birth certificate
- Any allergies/medical history/ special dietary 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 for the purpose of claiming government funding
- Confirmation of DLA awards for child if applicable
- Names of other agencies and professionals known to be working with the family

Furzehill Childcare Centre is 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 the IOW Local Authority. 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 via online learning journals
- 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
- The IOW Local Authority through the Funded Childcare and Early Education Entitlement, for updating the childcare funding portal, the funding headcount and annual Early Years Census (England) which will also include DAF and EYPP information
- The IOW Local Authority for the purposes of funded services that they support such as Early Years SEN and EHC funding
- The local safeguarding children's board or Social Services Referral and Assessment Team if we ever have any concerns about the safety of your child.
- In an emergency information will be shared with the relevant emergency services and medical teams
- Ofsted

If you want to see a copy of the information we hold and share about you or your child then please contact the Company Director/Manager.

Furzehill Childcare Centre is required by law to keep some information about your child for a period of time after a child has left the setting. Furzehill Childcare Centre will keep a record of this and dispose of this securely at the correct time. Please see the data protection policy for further information on data sharing, safe storage and your rights to access your data.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>7th June 2022</i>	<i>L. Coleman</i>	<i>7th June 2023</i>