

GDPR - Privacy Notice Policy

The categories of pupil information that we process include:

- Personal Information, contacts and characteristics (such as name, contact details and address)
- Characteristics (such as ethnicity, language)
- Safeguarding information (such as court orders and professional involvement)
- Special Educational Needs (SEND) (including the child's individual needs, Targets and Early Identification Assessments)
- Medicines and Administration (such as doctor's information, child health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences and any previous settings attended)
- Assessment and Attainment (Such as Key Files, Transition Forms, 2 year health checks)
- Behavioural Information (such as behaviour monitoring sheets)
- Forms of Consent (such as trips, animals and medications)
- Contracts (such as fees, days and hours)

Why we collect and use pupil information

The personal data collected is essential, for us to fulfil our official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- a) to support children's early learning
- b) to monitor and report on children's early learning attainment progress (Including Early Years Foundation Stage (EYFS) summary at age 2.
- c) to provide appropriate learning resource and any additional support
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of **(a), (b), (c) & (d)** in accordance with the legal requirement lawful basis and the Public Interest lawful basis: collecting

- the data is necessary to perform tasks that providers are required to perform as part of their statutory function or in the public interest
- for the purposes of **(e)** in accordance with the Public Interest lawful basis: to keep children safe (food allergies, or medical conditions)
 - for the purposes of **(f)** in accordance with the legal requirement lawful basis: data collected for DfE Early Years census information
 - Childcare Act 2006 and 2016, Small Business Enterprise and Employment Act 2015, Early Years Foundation Stage (EYFS) Statutory Guidance 2014, Education Act 2011

In addition, concerning any special category data:

- conditions a, b, c and d of GDPR - Article 9 in accordance with the substantial public interest, based on Union or Member State law lawful basis or on the lawful basis of consent where this does not apply.

Collecting pupil information

We obtain children's information via registration forms and for children accessing Early Education Funding at the start of eligibility on a Parent Agreement Form. In addition, when a child joins us from another provider, we may be sent a secure file containing relevant transitional information.

We may also collect information on contracts, medication forms, staff contract information, child protection plans. Where data is collected within a mandatory data collection process, some specific items may be voluntary in nature. This will be drawn to the attention of the parent / guardian / staff member at the point of collection to comply with data protection legislation.

Children's data is essential for Nursery's operational use. Whilst most of the pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold general pupil data securely for 4 years and safeguarding information for 6 years.

Sharing Information

We routinely share children information with:

- school/pre-school/nursery/childminder/out of school club that the child attends, for shared care and after leaving us
- our local authority (includes parent's information to apply for 2 year old funding, Early Years Pupil Premium and confirm 30 hours funding eligibility)
- the Department for Education (DfE)

Why we routinely share pupil information

We do not share information about our children with anyone without consent unless the law and our policies allow us to do so.

Lincolnshire Council

We are required to share information about children with Lincolnshire Council. The information shared is limited to that which is relevant for processing of Early Education Funding, the Early Years Foundation Stage (EYFS) summary at age 2, the EYFS assessment at the end of the EYFS and Infant Mental Health Project. We will inform you at the point of collection where information is shared and if you have a choice in this. Other information about children may be shared without consent where the law or our other policies allow us to do so.

Data is transferred securely and held by Lincolnshire Council in a secure format and is disposed of following the Lincolnshire Council data retention policy.

Department for Education

We are required to share information about children with the Department for Education (DfE) via our local authority for the purpose of data collections, under the Childcare Act 2006.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under GDPR, parents have the right to request access to information about them and their child that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Jo Cowan- Brown (Nursery owner)

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; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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

- Data Protection Officer on 01507 581459 or email nurturehubdaynursery@hotmail.com

How Government uses your data

The children's data that we lawfully share with Lincolnshire Council and is transferred to the Department for Education through data collections:

- underpins early years funding, which is calculated based upon the numbers of children and their characteristics in each provider
- informs 'short term' education policy monitoring
- supports 'longer term' research and monitoring of educational policy

The National Pupil Database (NPD)

Much of the data about children/pupils in England goes on to be held in the National Pupil Database (NPD). The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

Sharing

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools

- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>

This policy was adopted on	Signed on behalf of the nursery	Date for review
March 2026	Jo Cowan-Brown	March 2027