****

**Privacy Notice**

**General Data Protection Regulations (GDPR)**

**What is a Privacy Notice?**

Under General Data Protection Regulations (GDPR) we are obliged to inform you of the information we hold on you and your child/children, what we use it for, who we share it with, and for how long we keep it. This privacy notice aims to provide you with this information. This helps organisation’s to comply with the data protection law that requires personal data to be obtained for specified and lawful purposes.

Hampton Magna Pre-School is the ‘data controller’. This means that we are responsible for how personal information is processed and for what purpose.

Early Years providers who deliver childcare to children aged 0-5 years old, including the flexible free entitlement must collect information about each child and their parent and or carer.

**This privacy notice informs you about:**

* What information is collected about your child and you as a parent or carer.
* What the information is used for.
* Whom the information is shared with

**What information do we collect?**

We collect the child’s:

* Full Name (legal and chosen)
* Date of Birth
* Home Address (including postcode)
* Gender
* Ethnicity
* Religion
* First Language
* Disability
* Medical Information including immunisation record

Whenever children attend our setting we will also use their information for the following purposes:

* Attendance
* Monitor development in accordance with the Early Years Foundation Stage (EYFS)
* To safeguard children
* To inform you of additional Pre-School events

We collect the parent or carers:

* Full Name
* Address
* Occupation
* Place of Work
* Contact Telephone Numbers
* Email address
* Emergency Contact Names and Telephone Numbers
* Persons with Parental Responsibility

The lawful basis for processing this data in line with GDPR:

Article 6 (1) (e) Public Task

We will also process Special Category Data (Article 9)

**What the information is used for?**

The information will be used to claim the flexible free entitlement for eligible 2 year olds, 3 and 4 year olds and if applicable the Early Years Pupil Premium for eligible 3 and 4

year olds.

With your agreement the Local Authority will use this information to enable your child’s

Early Years Provider to claim the funding your child is entitled to in the current academic year and any future academic years. The Local Authority may also use information to check your child’s entitlement for School age Pupil Premium when your child starts school.

The Local Authority may request a copy of your Parental Declaration Form (PDF) from your child’s Early Years Provider to support the free entitlement claim and as part of the compliance function they perform to check that the free entitlement is being claimed appropriately.

The information we collect on your child is also used to help us monitor your child’s

progress and achievements during their time spent with us, and to identify any additional educational or early years services that can be offered to support your child’s overall development and help prepare your child for school.

**Who is my information shared with?**

Children’s personal information will be shared in the following ways:

* Making an assessment of any Special Educational Needs and Disability (SEND) that a child may have
* Transfer of educational attainment for receiving educational establishments if children leave the setting
* Educational and health care providers
* Local Authority for safeguarding purposes

As your Early Years provider, it is our responsibility to forward your children’s registration details to the Local Authority (LA) – in our case Warwickshire County Council. They will use this information to carry out a number of activities. These include:

* Calculating the flexible free entitlement received by Early Years providers.
* Making an assessment of any Special Educational Needs and Disability (SEND) that a child may have
* Assessment and planning of early year’s childcare places and services offered throughout the county to meet needs of children and their families.

Warwickshire County Council will share its information with organisations processing information to administer children’s services. These may include:

1. **Qualifications and Curriculum Development Agency (QCDA)**

The role of the QCDA is to develop the curriculum, improve and deliver assessments, and review and reform qualifications, to help ensure that everyone can get the knowledge, skills and qualifications they need. The QCDA uses information concerning children to conduct national assessments such as the Foundation Stage Profile. All providers of education and care to children from birth to the age of five follow the standards set out in the EYFS framework and it is the role of QCDA to ensure its success.

1. **Office for Standards in Education, Children's Services and Skills (Ofsted)**

Ofsted assesses the quality of children’s services for each local authority. It regulates the services being provided in the care of children and young people. Ofsted don’t process any information about individual children, but it does use information about the achievement of groups of children to help make decisions about the quality of education in Early Years Settings.

1. **Department for Education (DfE)**

The Department for Education may use information concerning children and pupils for research and information purposes to allocate funding, to inform, influence and improve education policy and to monitor the performance of the education and children’s services as a whole. Information concerning children is fed back to the LA for a variety of purposes including data checking exercises and self-evaluation analysis.

1. **Public bodies responsible for the administration or auditing of public funds**

Warwickshire County Council is under a duty to protect the public funds it administers, and to this end may use the information provided for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Parental consent will always be sought in respect of using and sharing personal information **unless** by seeking such permission the child would be placed at an immediate or significant risk of harm. In these circumstances safeguarding precedes the GDPR legislation.

**Storing Information**

Hampton Magna Pre-School stores information electronically and also using paper methods. All paper documentation is stored securely in locked cupboards which can only be accessed by employees of the Pre-School.

Parent contact numbers will be stored on the Pre-School Mobile phone for the purposes of contact information.

In retaining personal information the Pre-School complies with retention guidelines outlined by the Local Authority and Ofsted. Permission to store personal information for a child and their family can be withdrawn at any time under GDPR legislation.

**If you wish to access the personal data held about your child**

Children have certain rights under the General Data Protection Regulations, including a general right of access to personal data held on them, with parents or carers exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, please contact Hampton Magna Pre School in writing.