Privacy Notice (how we use information on children/parents/carers)

ACE Nursery School and ACE Day Nursery ("ACE" or "we") are required to provide you with this privacy notice in accordance with the Data Protection Act 2021 ("DPA").

We will be asking/have asked you for personal data about you and your child/ren in order to deliver a childcare service to you. This information will be/has been collected by ACE as part of the child's induction to the setting. We will do/have done this by asking you to complete and return paperwork including: an application form, new child information form, All About Me document, Medical Emergency Authorisation form, ACE membership form and other documents.

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

- Personal information (such as name, date of birth, sex and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and Early Years Pupil Premium eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant medical information (such as conditions that may require treatment during session times, details of your child/ren's GP and NHS number)
- Assessment information
- Information about any special educational need/disability
- Developmental records (including photographs and videos of your child)

The categories of parental/carer information that we collect, hold and share include:

- Personal information (such as name, contact numbers, address, email address, languages spoken)
- Emergency contact names, addresses and contact numbers
- Early Years Pupil Premium eligibility, including date of birth, national insurance number
- Parental responsibility for the child

Why we collect and use this information

We use the data for a number of reasons, including to:

- support the child's learning and development
- monitor and report on the child's progress, both internally and to Cambridgeshire County Council
- provide appropriate pastoral care
- share information about activities in our setting
- assess the quality of our services
- contact named people either routinely or in an emergency
- comply with our obligations regarding data sharing
- comply with the requirements of the Early Years Foundation Stage Statutory Framework (2021) and Ofsted regulations
- share with other professionals as required by legislation
- ensure the setting receives Early Years Funding for eligible children

The lawful basis on which we use this information

We collect and use pupil information under the Early Years Foundation Stage Statutory Framework (2021) and the DPA.

Storing data

We hold child information data until the child reaches 21 years of age and child protection/SEND/healthcare plans until the child reaches 24 years of age, in accordance with the Limitation Act 1980. Information relating to Early Years Funding claims is retained for 7 years. After that records are shredded or deleted.

Who we share information with

We routinely share pupil and parental/carer information with:

- schools and settings that the children attend after leaving us
- our local authority
- the Department for Education (DfE)
- the Cambridgeshire Multi-Agency Safeguarding Hub
- Ofsted

The sharing of information

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

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 educational record, contact Sarah Ransome, Office Manager at ACE Nursery School, or Sarah Piotrowski, ACE Day Nursery Manager.

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

- claim compensation for damages caused by a breach of the Data Protection regulations

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 Information Commissioner's Office at https://ico.org.uk/concerns/

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

Privacy notice adopted on: 18 October 2021

Due for review in: Autumn Term 2022

Signed on behalf of ACE Nursery School: Sarah Ransome