

PART 1

PREPCARE DAY NURSERIES LTD. PRIVACY & CONSENT NOTICE

This privacy notice and consent applies to children, parent/carer and staff data held by Prepcare Day Nurseries Ltd., in relation to data held for:

PARENTS/CARER ✓	PARENT/CARER ✓
Parent/Carer data	Child data (for under 13 Year old child only)

WHY IS THIS NOTICE BEING SENT?

The General Data Protection Regulations (GDPR) replaces the Data Protection Act 1998 on 25th May 2018. We, Prepcare Day Nurseries Ltd., are now required to tell all data subjects about the data that is collected about them. This form may also be used to collect certain data. Early Years Settings must tell parents/carers, children and staff:

- what data is being collected
- what purpose data is used for
- whom the data is shared with
- the lawful basis for holding your data
- how long we will keep your data
- your individual rights under GDPR

PURPOSE FOR HOLDING DATA:

Please see Part 2 of this Notice for information of data we at Prepcare Day Nurseries Ltd., will hold/collect/share

WHAT ARE YOU REQUIRED TO DO?

- Please read this **Early Years Setting Privacy and Consent Notice** carefully
- In all cases you will be asked to sign **BOX A** to confirm that you have received this information
- If your consent is required then **you must** also sign **BOX B** to demonstrate your Consent to certain data being held or used
- All signed copies of Part 1 should be returned to us as soon as possible.
You should keep the remainder of this notice.

YOUR CHOICES

- You have the right to see the information that we have about you and to get any mistakes corrected. **See section requesting access to your personal data.**

BOX A I the undersigned have received this Early Years Settings
Privacy and Consent Notice

PRINT NAME	SIGNATURE
.....

ON BEHALF OF CHILD'S NAME (IF UNDER 13)	DATE
.....

BOX B I the undersigned give permission to the collection and processing of my personal information to the third parties listed in this document.

PRINT NAME	DATE
.....

ON BEHALF OF CHILD'S NAME (IF UNDER 13)	DATE
.....

COPY FOR YOU TO KEEP

PART 2

DATA PREPCARE DAY NURSERIES LTD. WILL HOLD/COLLECT/SHARE	
CATEGORY OF DATA:	PARENT/CARER/CHILD INFORMATION
PURPOSE FOR HOLDING DATA:	
Personal information:	
<ul style="list-style-type: none">• Name, DOB, address, adults with parental responsibility and their addresses;• Characteristics (such as ethnicity, language nationality)• Attendance information (such as sessions attended, number of absences and absence reasons);• Exclusion/behavioural information;• Special educational needs information;• Any relevant medical information;• Any accident/incident data regarding a child• Child Protection and Safeguarding• Bank or Building Society information for invoicing;• EYlog Online assessment sharing• National Insurance numbers for parents and DOB for the purpose of NEF;• Emergency contact numbers for other responsible adults.	
LAWFUL BASIS ON WHICH THIS DATA IS USED:-	
<ul style="list-style-type: none">• To support child learning;• To monitor and report a child's progress;• To provide appropriate medical care;• To assess the quality of our services;• To comply with the law regarding data sharing;• To safeguard children;• To comply with the law regarding monitoring and reporting on any accidents/incidents to child arising out of or in connection with activities carried out at the Nursery• To comply with Council's regulations for eligibility for NEF purposes;• To comply with the Statutory Guidance of the EYFS (Early Years Foundation Stage)	
WHO THIS DATA IS SHARED WITH :-	
<p>We do not share information about your child with anyone without consent unless the law and our policies allow us to do so. We routinely share children's information with :-</p> <ul style="list-style-type: none">• Local Authorities• The Department of Education• Ofsted• Health and Safety Executive (HSE)• EYlog Online assessment <p>The relevant Local Authorities may share information about individuals where this is likely to enable a beneficial intervention from the other public-sector agencies.</p>	
PERIOD DATA STORED	
<p>We hold child data for a period of three years after the child has left the Nursery.</p> <p>Data collected and stored concerning accidents/incidents arising out of or in connection with any activities carried out at the Nursery is kept until the child is aged 21, as the child affected by the incident, has the legal right to make a claim relating to that incident 3 years after their 18th birthday.</p>	

PART 3

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under GDPR parents/carers, children and staff have the right to request access to information about them that Oswestry School Prepcare holds. This is called SUBJECT ACCESS REQUEST. To make a request for your personal information, or be given access to your child educational record contact or personal data, or have any concerns, please contact the manager at Prepcare Nursery or the Information Commissioner's Office (ICO).

YOU ALSO HAVE THE RIGHT TO :

- enable correction to data for accuracy;
- request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- object to processing of personal data that is likely to cause, or is causing damage or distress;
- to obtain and reuse your personal data for your own purposes across different services;
- 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;
- claim compensation for damages caused by breach of the Data Protection Regulations.

If you have a concern about the way Prepcare Day Nurseries Ltd., are collecting or using your personal data, then please raise the concern with us in the first instance. Alternatively, you can contact the Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this Privacy and Consent Notice, **please contact the manager at Prepcare Nursery**