



Privacy Notice

Version	Purpose/Change	Author	Date
1.0	Initial version	Will Harries	01/07/2018
1.0	Reviewed	Will Harries	27/01/2020
1.1	Reviewed. Updated contact details	Will Harries	03/02/2021
1.2	Reviewed	Jessie	15.3.24

Requires review: 1.3.26

Summary

We at Laurel Farm Kindergarten take privacy very seriously. This document is intended to make clear when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others, and how we keep it secure.

Definitions

We	Means Laurel Farm Kindergarten, a registered charity.
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Policy Wording

What information is being collected about you?

The categories of child and/or parent information that we process include:

- Personal identifiers, contacts and characteristics (such as name, unique child number, contact details and address)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment (such as teacher observations)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)

Why do we collect your information?

The personal data collected is essential, in order for the Kindergarten to fulfil their official functions and meet legal requirements.

We collect and use your information for the following purposes:

- to support child learning
- to monitor and report on child progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us

What is the lawful basis on which we collect and use your information?

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

- for the purposes of (a), (b), (c) & (d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of (e) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
- for the purposes of (f) in accordance with the legal basis of Legal obligation: data collected for DfE census information
 - Section 537A of the Education Act 1996
 - the Education Act 1996 s29(3)
 - the Education (School Performance Information)(England) Regulations 2007
 - regulations 5 and 8 School Information (England) Regulations 2008
 - the Education (Pupil Registration) (England) (Amendment) Regulations 2013

In addition, concerning any special category data:

- conditions a, b, c and d of GDPR - Article 9

How do we collect your information?

We obtain your information via registration forms at the start of your time with us, and by the teacher making observations of the children.

Your data is essential for the Kindergarten's operational use. Whilst the majority of 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 information to us or if you have a choice in this.

Who do we share your information with?

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

Department for Education

We are required to share information about our children with the Department for Education (DfE) either directly or via our local authority for the purpose of data collections, under:

- Section 537A of the Education Act 1996
- the Education Act 1996 s29(3)
- the Education (School Performance Information)(England) Regulations 2007
- regulations 5 and 8 School Information (England) Regulations 2008
- the Education (Pupil Registration) (England) (Amendment) Regulations 2013

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.

How long do we keep your information?

Please see our Data Retention Matrix, which is available on our website.

How do we keep your information secure?

We are committed to doing all that we can to keep your data secure. We have set up systems and processes to prevent unauthorised access or disclosure of your data – for example, we protect your data using varying levels of encryption.

How do you access your information?

Under GDPR, 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, please see the contact information below.

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/>

How can you contact us about your information?

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

- Data Protection c/o Laurel Farm Kindergarten Administrator: email admin@laurelfarmkindergarten.co.uk