

**Springboard Sunderland Trust**

**Springboard Nursery**

**Privacy Notice - GDPR**





## Document Control

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<b>Privacy Notice - GDPR</b>	
Category:	Springboard Nursery
Responsible Person:	Marie Hunter
Accountable Person:	Jane Waggott
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## Privacy and Processing Notice

(updated September 2021)

GDPR (General Data Protection Regulation).

### How we use the data and information you give us.

Springboard Nursery is a Private Nursery attached to Springboard Sunderland Trust. The Nursery follows guidance the Local Authority and Springboard Sunderland Trust who audits the nursery.

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

- Personal information (such as name, date of birth and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free childcare eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Special Educational Needs Information
- Safeguarding Information
- Medical Needs Information
- Observation and photos for teaching and learning information.
- Your views and comments.

### Why we collect and use this information

#### We use this information:

- To support your child's learning
- To monitor and report on progress
- To provide appropriate care to support needs
- To assess the quality of our services
- To comply with the law regarding data protection
- The Nursery provides universal and targeted support for children and families, we need to share information with other agencies such as Health and Early Help. This means sharing records that relate to children and their support needs. On our home visit we ask your permission to contact services such as Health Visitors to discuss your child's needs. You can at this point withdraw your permission for this.

#### We also use the information:

- In referral forms to request additional support
- To provide you and your family with information, products or services that support and help your family, such as the Early Help Service
- To gain additional funding for nursery provision such as the Early Years Pupil Premium information and Inclusion Funding
- The Portals held by Together for Children in order to access places.

## The lawful basis on which we use this information

We need to collect and use this information as part of the contract between you and us to deliver childcare, therefore the main legal basis for processing is Article 6b of the General Data Protection Regulation. However, we also need to comply with relevant legislation for processing children's information, such as the Childcare Act 2006, the Children's Act 2004 and the Children and Families Act 2014, so we have statutory obligations under Article 6c.

Some of the information we need to hold is classed as special category information – primarily ethnicity, gender and any health conditions. Our legal basis for processing this data is provided by Article 9h of GDPR.

## Collecting your child's information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis – for example the use of permission slips for days out, and digital media to record such events. We will always ask for your consent to record any such information and will respect your right to refuse consent.

## Storing pupil data

We generally hold your data for specified times within our Retention Policy. All information is held securely with physical and electronic access controls to safeguard the information.

Your personal information will be handled securely and shared strictly on a need-to-know basis, only by those specifically authorised to do so, and will not be kept longer than is necessary (Retention Policy).

All information we collect from you is signed for and you will be made aware of who will receive it, for example the 'Parent Declaration Form' is shared with the Local Authority/Together for Children in order to access funding for your child's Nursery entitlement and Early Years Pupil Premium. The only information shared without consent may be through a child protection referral. You have the right to ask to see personal information held about you by speaking to the Manager of the Nursery. When your child leaves the Nursery all their records are passed onto the appropriate Nursery/school and signed for. Information on Special Educational Needs is retained for one year to enable us to respond to information requests from services, which are helping your child in their Primary School. EYFS developmental data analysis is retained in order to provide Ofsted with evidence of children's progress over time. We also ask your permission to use and retain photographs of your child engaging in their activities at Nursery which are used in displays books and to train professionals. If you do not wish your child's photo to be used please do not sign the form.

## Who we share pupil information with

### We routinely share pupil information with:

- Schools that the children will attend after leaving us
- Our Local Authority/Together for Children
- The Department for Education (DFE)
- OFSTED during inspections

## Why we share information

We do not share information about children with anyone without consent, unless law and our policies require us to do so. We share some data with the Local Authority and Department for Education (DFE) on a statutory basis. This data sharing underpins educational attainment, policy development, inspections, and monitoring.

## Requesting access to your personal data

Under data protection legislation, anyone with parental responsibility has the right to make a request on behalf of the child to access to the child's information. To make such a request, please contact the Nursery Manager (Marie Hunter) or the GDPR administrator (Marie Hunter / Jane Waggott)

## 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 compensations for damages caused by a breach of the Data Protection regulations

If you have any concerns about the way we are collecting or using your personal data, we request that you raise concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

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

Marie Hunter Nursery Manager / GDPR administrator at Springboard Nursery

Jane Waggott Deputy Manager/ GDPR administrator at Springboard Nursery

Steve Reay Chief Executive at Springboard Sunderland Trust

Keith Miller ICT Manager / GDPR administrator at Springboard Sunderland Trust