



The Kings Road Nursery

Privacy Notice – Data Protection Act 1998 & The General Data Protection Regulation (GDPR)

The Kings Road Nursery is a provider of a service that collects personal information about children and their families.

The staff employed by The Kings Road Nursery will collect the necessary information. We collect and use information under the Early Years Foundation Stage Statutory Framework (2017), the Data protection Act 1998 and the GDPR (2018). It is both for contractual and emergency reasons.

How we use your information:

This privacy policy explains how The Kings Road Nursery use any personal information we collect about you when you complete all of our forms from enrolment forms onwards. For more information on privacy and your rights, please see our General Data Protection Regulation Policy (GDPR), which can be viewed in our Policies file in the hallway and on our website www.kingsroadnursery.com

What information do we collect about you and your child?:

We collect information about your child, including their name, date of birth, address, emergency contacts (including all parent/carer details), sessions of attendance, parental responsibility, allergies, special diets, likes and dislikes, ethnic origin, special educational needs, details of doctor, health visitor, immunisations, names and contact details of people who can collect your child, verification of child's identity and any relevant medical information.

How will we use the information about you and your child?:

We collect this information to support your child's learning and development, to monitor their progress, to provide appropriate pastoral care, ensure that the nursery receives the statutory funding which it is eligible for and to meet the requirements of the Early Years Foundation Stage (EYFS) and Ofsted.

Where your information is kept and for how long:

We will keep the personal data for no longer than is legally or reasonably necessary in order to carry out the stated data processing purposes and for subsequent historical or statistical purposes. After this time has lapsed, we delete computer files and shred paperwork.

Who we share data with:

The information you provide in relation to your child, you as parents/carers and others detailed, is confidential and will therefore only be shared with whom it is necessary and only relevant information to that person will be shared. We are required to pass some information to the London Borough of Richmond upon Thames



(LBRuT) through the Achieving for Children (AfC) provider portal for the Early Education Funding (EEF). This information includes your child's full name, address, date of birth, number of funded hours and unfunded hours, ethnicity and special needs.

In cases when safeguarding issues are raised it will be shared with the Local Safeguarding Children Board, Social Services, the police and medical personnel; if your child is seriously injured or ill when with us, we will share necessary information with emergency services. If we work with other settings or agencies as required by the Early Years Foundation Stage, we will only share the information needed to support your child's safety, wellbeing, learning and development.

We do not share information or pass your details on to any other agencies without your permission.

How privacy is maintained and reviewed:

One of the requirements of GDPR is that all businesses complete a data audit, The Kings Road Nursery will be completing this annually to ensure that the data we collect is processed, stored and deleted to comply with GDPR:

- What data is processed?
- What data refers to
- Lawful/legal basis for recording the data
- Data sharing
- Data storage
- Data retention
- Data destruction

Photos

The Kings Road Nursery take photos of your children for use in their learning journals, registration cards, pegs, TV screen in the hallway and displays in the setting. Photos are deleted from the camera and the computer once printed. Photos of the children doing different activities are used for the monthly newsletter and twitter where the children's faces are covered.

Under data protection legislation, parents/carers have the right to request access to information held by The Kings Road Nursery and parents/carers can withdraw consent at any time (other than information needed by law)

If you have a concern about how The Kings Road Nursery are collecting or storing personal data, we request that you raise your concerns in the first instant with the management team. Alternatively, you can contact the Information Commissioners office at <https://ico.org.uk/concerns>.