

## Hall Farm Nursery School

Hall Farmhouse, Hargham, Norfolk, NR16 2JW

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01953 888516

### General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

## Safeguarding children

### 1.25 Data Protection and GDPR Policy

#### Policy statement

Privacy is very important to us. We've broken this information down into chunks so you can see how we collect, use, share and protect your personal information.

#### Personal data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

"any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

#### EYFS key themes and commitments

| A Unique Child                             | Positive Relationships                               | Enabling Environments | Learning and Development |
|--|--|-----------------------|--------------------------|
| 1.2 Inclusive practice<br>1.3 Keeping safe | 2.1 Respecting each other<br>2.2 Parents as partners | 3.4 The wider context |                          |

## **Procedures**

### Why does Hall Farm Nursery School need to collect and store personal data?

In order for us to provide you with our service, we need to collect personal data such as contact details, relevant assessment results and photos and videos for learning journals, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical and dietary information. We will also collect birth certificate and passport details, NI numbers, bank and tax details and funding entitlement information. The Nursery will use the children's information for the day to day provision of childcare, to support teaching and learning, monitor and report on progress, provide appropriate pastoral care, safeguarding purposes and for claiming any early education funding that your child may be entitled to and to assess how well the setting as a whole is doing. Much of the parents' information is used for the administration of our services such as the contractual and payment arrangements, marketing and contact. Staff information is used for HR, training, payroll, pension and tax functions. In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose and does not constitute an invasion of your privacy.

### How we collect your information

Data can be collected via registration forms, job application forms and HR documentation, DBS checks and references, parent correspondence, funding claim forms, care plans, child and staff update details, observations (staff and children), via digital media.

### How we use your information

- For correspondence including monthly invoices, newsletters, staff memos.
- Sharing information with Schools and other settings for smooth transitions.
- We may share information with health professionals regarding your child such as Health Visitors (2-year review), physio or occupational therapists.
- Information may be shared with parents and other family members.
- From time to time Hall Farm Nursery is required to pass on some of this data to local authority departments, including Children's Services, the Department for Education (DFE), and to agencies that are prescribed by law, such as Qualifications and Curriculum Development Agency (QCDA), Ofsted, The Department of Health (DH), Primary Care Trusts (PCT), RIDDOR, the Learning Record Service or any successor bodies. Also, we are required to share data with HM Revenue & Customs and professional Accountants as necessary. All these are data controllers in respect of the data they receive and are subject to the same legal constraints in how they deal with the data.

In terms of being contacted for marketing purposes Hall Farm Nursery School would contact you for additional consent.

## FAQ's

### Will Hall Farm Nursery School share my personal data with anyone else?

We may pass your personal data on to third-party service providers contracted to Hall Farm Nursery School in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide you on our behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with Hall Farm Nursery School procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent unless we are legally required to do otherwise.

### How will Hall Farm Nursery School use the personal data it collects about me?

Hall Farm Nursery will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. Hall Farm Nursery School is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

### Under what circumstances will Hall Farm Nursery School contact me?

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

### Can I find out the personal data that the Hall Farm Nursery School holds about me?

Hall Farm Nursery School at your request, can confirm what information we hold about you and how it is processed. If Hall Farm Nursery School does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data. In some cases, this will be a representative in the EU.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of Hall Farm Nursery School or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.

- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

What forms of ID will I need to provide in order to access this?

Hall Farm Nursery School accepts the following forms of ID when information on your personal data is requested:

Passport, driving licence, birth or adoption certificate, utility bill (from last 3 months)

Over 18's – we require at least 2 forms of the above to confirm both photographic evidence and current address.

Under 18's – at least one form of ID, along with accepted ID as above from a parent / legal guardian.

Contact details of the Data Protection Officer / GDPR Owner:

|                 | <b>Data Protection Officer / GDPR Owner contact details</b> |
|-----------------|---|
| Contact Name:   | GAYLE MITCHELL  |
| Address line 1: | Hall Farm Nursery School Ltd                                |
| Address line 2: | Hall Farmhouse  |
| Address line 3: | Hargham   |
| Address line 4: | Norwich   |
| Address line 5: | Norfolk NR16 2JW  |
| Email:          | hallfarmnursery@aol.com                                     |
| Telephone:      | 01953 888516  |

## ***Document Owner and Approval***

The Data Protection Officer / GDPR Owner is the owner of this document and is responsible for ensuring that this record is reviewed in line with the review requirements of the GDPR.

### **Legal framework**

- Data Protection Act 2018
- Human Rights Act 1998
- GDPR May 2018

### **Further guidance**

- Information Sharing: Guidance for Practitioners and Managers  
<http://publications.everychildmatters.gov.uk/eOrderingDownload/00807-2008BKT-EN-March09.pdf>

#### **1.25 Data Protection**

**Created: 11.03.2019**

**Managers Signature .....**