



# Elmore Kindergarten

## GDPR Policy - Parents

Last Updated: February 2023

Review date: February 2024

Adopted: April 2021

### **What information do we collect about you?**

We collect information about you and your child, including name, date of birth, address, emergency contacts including parent/carer details, National Insurance number, sessions of attendance, allergies, likes and dislikes, characteristics such as ethnic group, special educational needs and any relevant medical information, allergies, special diet, details of doctor, health visitor, immunisations, permissions, verification of child's identity, requests for changes to hours and dates your child will be absent on holiday.

### **How will we use the information about you?**

We collect this information to support your child's development, to monitor their progress, to provide appropriate pastoral care, ensure that the nursery receives the statutory funding which it is eligible for, to meet the requirements of the Early Years Foundation Stage (given legal force by the Childcare Act 2006). To alter your child's sessions (where possible) and change room registers and invoicing of fees. To record holidays on registers to allow for staff to child ratios.

### **Where your information is kept and for how long**

A copy of this information will be kept electronically on your child's file within Family and within our SharePoint files. This information is kept indefinitely after your child has left the nursery. SEND and Safeguarding information will be kept for at least 25 years as per guidance under the Limitation Act 1980/ The Statute of Limitations (Amendment) Act 1991. For full details of how long we keep any information please request a copy of Retention Schedule.

### **Who we share your 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 or body will be shared. For example, the Central Team and Management will have access to this information, your child's key person and staff based your child's room will have access to certain information to keep your child safe, be aware of medical, allergies and diet, be able to contact you and your emergency contacts, to prepare for activities on your listed likes and dislikes and knowledge of your permissions. It may also be necessary to share certain information with our Special Educational Needs Coordinator and our Cook. We are required by law to pass some information to Sheffield City Council as the Local Authority (LA), and external support agencies related to Sheffield City Council and

the Department for Education (DfE) through the Funded Early Learning (FEL) headcount and annual Early Years Census. This information includes your child's name, date of birth, home address, the number of Funded Entitlement hours you are accessing for your child, extended hours code from the government along with parent's National Insurance Number and personal characteristics such as ethnic group and whether your child has special educational needs. From time to time Elmore Kindergarten are required to pass on some of this data to the Department for Children, Schools and Families (DCSF)(the government department which deals with education and children's services), the Qualifications and Curriculum Authority (QCA), Her Majesty's Chief Inspector of Education, Children's Services and Skills (Ofsted) and the National Assessment Agency (NAA). These organizations also have a duty to comply with GDPR.

### **Access to your information and correction**

You may at any time ask to see this information and make any changes if it is incorrect. You can do this by making the request to the Operations Manager: via [admin@elmoreuk.co.uk](mailto:admin@elmoreuk.co.uk).

If you feel there is a problem with the way we are handling your data you have the right to complain to the Information Commissioners Office (ICO) at [ico.org.uk](http://ico.org.uk) or by calling: 0303-123-1113.