

Privacy Notice (How we use child information)

The categories of child information that we process include:

- personal identifiers and contacts (such as name, unique pupil 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 doctors' information, child health, dental health, allergies, medication and dietary requirements).
- attendance (such as sessions attended, number of absences, absence reasons and any previous settings attended).
- behavioural information (such as exclusions and any relevant alternative provision put in place).

Why do we collect data about you?

We process personal information to enable us to provide childcare, encourage and supervise educational play, to advertise our services, to maintain our own accounts and records and to support and manage our staff.

Type/classes of information processed

We process information relevant to the above reasons/purposes.

This may include:

- ✚ personal details
- ✚ family details
- ✚ GP contact details
- ✚ lifestyle and social circumstances
- ✚ digital images of the child's progress
- ✚ financial details
- ✚ education and employment details
- ✚ goods or services provided

We also process sensitive classes of information that may include:

- ✚ physical or mental health details
- ✚ racial or ethnic origin
- ✚ religious or other beliefs
- ✚ trade union membership

Collecting child information

We collect child information via registration forms & parental agreement forms at the start of each term.

Child data is essential for the settings operational use. Whilst most of the child information you provide to us is mandatory, some of it is requested on a voluntary basis. To comply with the data

protection legislation, we will inform you at the point of collection, whether you are required to provide certain child information to us or if you have a choice in this.

Storing child data

We hold child data securely for the relevant amount of time.

Who we share child information with

We routinely share child information with:

- schools that the pupils attend after leaving us.
- our local authority.
- the Department for Education (DfE).

Why we regularly share child information

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

Department for Education (DfE)

The Department for Education (DfE) collects personal data from early years settings and local authorities via various statutory data collections. We are required to share information about our children with the Department for Education (DfE) via our local authority for the purpose of those data collections.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under data protection legislation, parents have the right to request access to information about them and their children that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Mike Chalkley using mike@montessorinurseries.co.uk

You also have the right to:

- ask us for access to information about you that we hold.
- have your personal data rectified, if it is inaccurate or incomplete.
- request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- restrict our processing of your personal data (i.e. permitting its storage but no further processing).
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If you have a concern or complaint 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/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 31 October 2023.

Contact

If you would like to discuss anything in this privacy notice, please contact: Mike Chalkley
mike@montessorinurseries.co.uk

How Government uses your data

The child data that we lawfully share with the Department for Education (DfE) through data collections underpins setting funding, which is calculated based upon the numbers of children and their characteristics in each school.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example; via the early years census) go to [Early years census - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/early-years-census)

Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share children's personal data with certain third parties, including:

- early years providers, schools and local authorities.
- researchers.
- organisations connected with promoting the education or wellbeing of children in England.
- other government departments and agencies.
- organisations fighting or identifying crime.

For more information about the Department for Education's (DfE) NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with

Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the [Data Protection Act 2018](#), you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data.
- for a description of the data they hold about you.
- the reasons they're holding it and any recipient it may be disclosed to.
- for a copy of your personal data and any details of its source.

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>