

## Privacy Notice for Footprints Preschool & Nursery

Welcome to Ashford Play Centre Ltd.

Ashford Play Centre Ltd trades as Imagine Play Centre and Footprints Preschool & Nursery, registered in England and Wales no. 04884049 with its registered office at 19-21 Swan Street, West Malling, Kent ME19 6JU and business address 2A Britannia Lane, Ashford, Kent TN23 3SU.

We are committed to protecting and respecting your privacy. This policy sets out the basis on how any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

We are registered with the Information Commissioner's Office (ICO).

The categories of children's information that we collect, hold and share include:

- personal information (such as name, address, date of birth)
- characteristics (such as ethnicity, language, nationality, country of birth, early years pupil premium eligibility)
- attendance information (such as sessions attended, number of absences and absence reasons)
- observations and assessment information and tracking of progress
- medical information
- information on special educational needs and disabilities (including if accessing Disability Living Allowance and entitled to the Disability Access Fund)
- referrals to other relevant services
- safeguarding information

We also collect, hold and share some information on the children's parents/guardians:

- personal information (names, addresses, contact numbers, dates of birth and emails)
- National Insurance numbers
- Financial eligibility information

We also obtain personal information from other sources such as professionals that are helping to support you and the well being of any children attending the nursery that are under your care.

### Why we collect and use this information

We may use all or any of the data that we collect to:

- support their learning and development, to enable staff to plan suitable activities to extend their knowledge and skills
- ensure that all children are safe within our childcare provision
- monitor and report on their progress

- to obtain advice from different professionals in their field of expertise
- provide appropriate behavioural and emotional support as required
- assess the quality of our services as a childcare provider
- meet the requirements of the early years foundation stage (EYFS)
- make claims for funding
- check and calculate free entitlement

### **The lawful basis on which we use this information**

We collect and use children's information under the following lawful bases:

- **Contract:** the processing is necessary for the contract we have with you the parents/guardian of the child to provide childcare and the contract that we have with the local authority to provide funded childcare to eligible families.
- **Legal obligation:** under section 537A of the Education Act 1996, section 83 of the Children Act 1989 and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest.

### **Collecting children's information**

While the majority of children's information you provide to us is mandatory, some of it is provided to us on a voluntary basis. We will inform you whether you are required to provide certain children's information to us.

### **Storing children's data**

The Limitation Act 1980 recommends that we retain data until the child reaches the age of 21 — or until the child reaches the age of 24 for child protection records.

We will hold the following securely for **25 years** after which it will be securely destroyed.

- **Attendance sheets /Daily register**
- **Medication record books**
- **Accident record books**

Records of any **reportable death, injury, disease or dangerous occurrence** will be held for 3 years after the date on which it happened

Children's details pertaining to **Holiday club** will be retained until the child is 11 years old or we have been informed that they will no longer be attending the Holiday Club.

### **Storing personal data**

We will hold the following securely for **7 years** after which it will be securely destroyed.

- **Application forms**
- **Parental declaration forms**
- **Records of financial transactions** including credit card and cash payment receipts
- **Accountancy records**

### **Who we share children's information with**

We routinely share children's information with:

- schools that the child attends after leaving our provision

- other local childcare providers where the child is engaging currently (wrap around or blended childcare)
- our local authority (for funding claims and the early years census)
- the DfE (annual early years census)
- special education needs co-ordinators
- Partner Organizations which may include police, school nurses, doctors, NHS services, mental health workers and social services.
- HMRC

### **Why we share children's information**

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

We share children's data with the DfE on a statutory basis. We are required to submit data to our local authority for them to submit as part of the annual early years census in January and to access childcare funding.

### **Data collection requirements**

To be granted access to children's information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

### **Requesting access to your personal data**

Under data protection legislation, parents/guardians and children have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's early year's record, please see the contact section below.

You also have the right to:

- object to processing of personal data that is inaccurate, unlawful or not required
- prevent processing for the purpose of direct marketing
- correct inaccurate personal data
- be forgotten if data is no longer required or consent has been withdrawn
- be able to block the use of data including profiling

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the ICO.

### **Contact**

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

Name of Data Protection Officer: **Jackie Simpson**

Email: **Jackie@imaginethefun.co.uk**

Telephone number **01233 650789**