



Manor Twiglets Nursery Ltd

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Privacy Notice (How we use children's information)

Manor Twiglets Nursery processes personal information about its children and is a 'data controller' for the purposes of Data Protection legislation. This policy explains why we collect personal information about the children that attend Manor Twiglets Nursery Ltd. We collect information from you and may receive information about your child from their previous setting.

The categories of child level information that we collect, hold and share include:

- Personal information (such as name, date of birth and address)
- Contact details (address, telephone numbers, email addresses)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information for the purposes of the children's individual learning and development.
- Photographs and videos for the purpose of tapestry
- Medical information that is collected on the registration form and any information further information that may be required to support the child the in the nursery.
- Accident and incident forms
- Any relevant special educational needs information.

Why we collect and use this information

We use the children's data:

- to support children's learning
- to monitor and report on children's progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to Contact parents/carers in the event that the child may become unwell or hurt.
- In case of emergency to pass information onto the emergency services for the safety and health of the child.

The lawful basis on which we use this information

We collect and use children's information under the lawful basis for collecting and using pupil information for general purposes.

Consent is where the individual has given clear consent for you to process their personal data for a specific purpose; lawful bases for processing are set out in Article 6 of the GDPR and this must be gained before Manor Twiglets Nursery Ltd processes data. Manor Twiglets Nursery gains consent for the purpose of collecting and processing data. According to Article 9.

The processing of special category data that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation is prohibited under article 9 of the GDPR.

Right to Erasure

According to article 17 of the GDPR the data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase all personal data if:

- Consent is withdrawn
- The child/children/parents do not attend Manor Twiglets Nursery anymore
- Personal data has been unlawfully processed
- personal data have to be erased to comply with legal obligation in Union or Member State law to which the controller is subject (article 17 GDPR)

If personal data has been made public, Manor Twiglets the Data controller must make every effort to remove this content in line with article 17 of the GDPR.

Collecting children's information

Whilst the majority of child level information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain child level information to us or if you have a choice in this.

Storing pupil data

We hold children's data until the child turns 21 years old.

Who we share children's information with

We routinely share children's information with:

- Settings/schools that the children attend after leaving us
- our local authority
- the Department for Education (DfE)
- Local Health Visitors
- Isend (Inclusion special educational needs and disabilities)

Why we share children's information

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

We share childrens' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins the settings funding and educational attainment policy and monitoring.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the early years census) goes to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our children to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our children from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data?
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil 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.

For more information about the department's data sharing process, please visit:

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

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents 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 educational record, contact Jill Bray the Childcare Manager or in her absence Laura Ceylan, Deputy Childcare Manager.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

- claim compensation for damages caused by a breach of the Data Protection regulations

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 Information Commissioner's Office at <https://ico.org.uk/concerns/>

Data Protection Officer

Jill Bray Childcare Manager



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