Little Acorns of Rushbury
Privacy Notice

The General Data Protection Regulation (GDPR) replaced the Data Protection Act 1998 on 25 May 2018. One of the main demands of the new law is to ensure transparency about what data we collect, what we do with your data, who it is shared with and how long we keep records for.

We, Little Acorns of Rushbury, are the '**Data Controller**' under the terms of the **General Data Protection Regulation.** We collect information from you and may receive information about you from your previous Early Years setting.

Data Protection Lead
The Data Protection Lead is responsible for ensuring compliance with the GDPR and is the main point of contact for Data related issues.
The Data Protection Lead at Little Acorns is **Elaine Ockenden**

What data is collected and held
- Personal Information (name, DOB, address, adults with parental responsibility and their addresses)
- Characteristics (such as ethnicity, language, nationality, country of birth and free Early Years setting eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Exclusion / behavioural information
- Special educational needs
- Any relevant medical information.
- Any accident/incident data regarding child

Purpose for holding data
- To support child learning
- To monitor and report a child's progress
- To provide appropriate medical care
- To assess the quality of our services
- To comply with the law regarding data sharing
- To safeguard children
- To comply with the law regarding monitoring and reporting on any accidents/incidents to child arising out of or in connection with any Early Years settings activity

Lawful basis on which this data is used

We collect and use personal information in order to meet our legal obligations as set out in GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Statutory Framework for the Early Years Foundation Stage 2017
- Ofsted Childcare Register Requirements

Who is this data shared with

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

- Shropshire Council
- The Department for Education
- Ofsted
- Health and Safety Executive (HSE)
- Shropshire Council may share information about individuals where this is likely to enable a beneficial intervention from the other public-sector agencies.

Information is also shared electronically with:

Tapestry – on-line assessment tool (https://tapestry.info/privacy.html)

Period Data Stored

All data is kept according to the setting's record retention guidance.

Requesting Access to your Personal Data

Under GDPR parents/carers, children and staff have the right to request access to information about them that the Early Years setting holds. This is called a **Subject Access Request.**

To make a request for your personal information, or be given access to your child's records contact our Data Protection Lead, Elaine Ockenden

You also have the right to:

- Enable correction to data for accuracy.
- Request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- Object to processing of personal data that is likely to cause, or is causing damage or distress
- To obtain and reuse your personal data for your own purposes across different services.

- 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 breach of the **Data Protection Regulations**

If you have a concern about the way the Early Years setting is collecting or using your personal data, please raise the concern with the Early Years setting in the first instance. Alternatively, you can contact the commissioners officer at https://ico.org.uk/conerns/