



## **Privacy Notice: How we use children's information**

At the Little Tug Boat, we take our privacy responsibilities seriously and as such we will only use your personal information to manage our responsibilities towards your child.

We do not collect any personal information via our Nursery website [www.littletugboatnursery.co.uk](http://www.littletugboatnursery.co.uk)

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

- Personal information (such as name, address, date of birth, gender, parent and emergency contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and funded hours eligibility)
- Sensitive information (such as assessment information, relevant medical information, special educational needs information, accident and incident records and special dietary and other requirement records)
- Attendance information (such as sessions attended, number of absences and reasons for absence)

A full database of the information held by the Nursery is recorded in our setting's **Information Asset Register**.

### **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

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

Whilst the majority of children's 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 pupil information to us or if you have a choice in this.

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

The lawful basis we have for collecting and using children's information for general purposes, based on Article 6 from the GPRD May 2018, is legal obligation, consent and legitimate interest. Where data processed is special category data, the lawful basis for processing, based on Article 9 from the GPDR May 2018, is "necessary to protect the vital interests of the data subject or of another natural person where the data person is physically or legally incapable of giving consent.

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

Records of key personal information (name, date of birth, home address & parent contact details), attendance records, accident and incident records and complaints made to Ofsted will be kept securely for seven years. Records of serious accidents and incidents will be maintained for 21 years.

Children's developmental records will be passed to parents/carers on leaving Tug Boat.

Any information which is not required once a child has left Tug Boat will be removed, for example by shredding or deleting. This could include forms regarding medication requirements, special diets and outings permissions.

The Little Tug Boat uses CCTV for the safeguarding of our children and staff. CCTV footage is kept securely on site for 8 weeks and then automatically deleted.

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

- other settings a child may attend
- schools that the child attends after leaving us
- our local authority – the London Borough of Hammersmith and Fulham
- the Department for Education (DfE)
- the child's health visitor as part of the 2 year old integrated check
- external agencies in the case of referrals, such as speech & language, occupational therapist

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

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

We share pupils' data with the Department for Education (DfE) and Ofsted on a statutory basis.

#### **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 pupils to the DfE as part of statutory data collections such as the 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>

#### **Data collection requirements:**

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

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

Under data protection legislation, parents 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, please provide a written request to the Nursery Manager, who is also our Data Protection Officer. The Manager will arrange a meeting within 10 working days of receiving the request.

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

#### **Contact**

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/>

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

**Cindy Knight - Nursery Manager and Data Protection Officer**

The Little Tug Boat Day Nursery

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