



## **GDPR Privacy Notice For Children And Their Families**

**May 2018**

**Review May 2020**

### **Who Processes Your Information?**

Acorn Childcare Centre (the Centre) is the data controller of the personal information you provide to us. This means the Centre determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Sarah Horsfall, the Centre Manager, acts as a representative for the Centre with regard to its data controller responsibilities; she can be contacted at [acornchildcarecentre@btconnect.com](mailto:acornchildcarecentre@btconnect.com).

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the Centre to share your data. Where the Centre outsources data to a third party processor, the same data protection standards that the Centre upholds are imposed on the processor.

Joe Lee of Ark ICT Solutions Limited is the Centre's Data Protection Officer (DPO). His role is to oversee and monitor the Centre's data protection procedures, and to ensure they are compliant with the GDPR. The DPO can be contacted [joe.lee@ark.me.uk](mailto:joe.lee@ark.me.uk).

### **Why Do We Collect And Use Your Information?**

The Centre holds the legal right to collect and use personal data relating to children and their families. It may also receive information regarding them from their previous nursery, LA and/or the DfE. The Centre collects and uses personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning.
- To monitor and report on pupil progress.
- To provide appropriate pastoral care.
- To assess the quality of our service.
- To comply with the law regarding data sharing.

### **Which Data Is Collected?**

The categories of pupil information that the Centre collects, holds and shares include the following:

- Personal information ie names, address, contact numbers and addresses
- Characteristics ie ethnicity, language, nationality, country of birth and funding eligibility
- Attendance information ie number of absences and absence reasons
- Assessment information ie national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information ie behaviour issues and number of temporary exclusions
- Child protection information

Whilst the majority of the personal data you provide to the Centre is mandatory, some is provided on a voluntary basis. When collecting data, the Centre will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the Centre will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### **How Long Is Your Data Stored For?**

Personal data relating to children at the Centre and its families is stored in line with the Centre's GDPR Data Protection Policy. In accordance with the GDPR, the Centre does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### **Will My Information Be Shared?**

The Centre is required to share children's data with Lincolnshire's iHub on a statutory basis, as soon as the child is funded. This includes the following:

- Personal information ie names, address, contact numbers and addresses
- Characteristics ie ethnicity, language, nationality, country of birth and funding eligibility
- Attendance information ie number of absences and absence reasons
- Information relating to SEND
- Behavioural information ie behaviour issues and number of temporary exclusions

The iHub has robust processes in place to ensure the confidentiality of any data shared is maintained.

The Centre also routinely shares children's information with:

- Children's destinations upon leaving the Centre (other nurseries or primary schools)
- The LA
- The NHS
- Malcolm Sargent Primary School, when necessary

The information that we share with these parties may include the following:

- Personal information ie names, address, contact numbers and addresses
- Characteristics ie ethnicity, language, nationality, country of birth and funding eligibility
- Attendance information ie number of absences and absence reasons
- Assessment information ie national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information ie behaviour issues and number of temporary exclusions
- Child protection information

Parents are able to request that only their child's name, address and date of birth are passed to the LA or by informing the Centre office in writing. Once pupils reach 16 years of age, this right is transferred to them, rather than their parents. For more information regarding services for young people, please visit the LA's website at [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk).

The Centre will not share your personal information with any other third parties without your consent, unless the law allows us to do so.

### **What Are Your Rights?**

Parents and children have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how the Centre uses your personal data.
- Request access to the personal data that the Centre holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way the Centre is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

### **Where Can You Find Out More Information?**

If you would like to find out more information about how the Centre collects, uses and stores your personal data, please visit our website at [www.acornchildcarecentre.co.uk](http://www.acornchildcarecentre.co.uk) and download our GDPR Data Protection Policy.

### **Declaration**

I declare that I understand:

- The Centre has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- The Centre may share my data with iHub, destination schools/nurseries and Malcolm Sargent Primary School.
- The Centre will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The Centre will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the Centre’s GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Signed: ..... (Parent/Carer)

Dated: .....