

**St Michael's Family Centre Privacy Notice
(How we use parents/carers and children's information)**

All information that we collect is necessary to meet our contractual and legal requirements as an Early Years Setting, from Ofsted, Local Authorities and the EYFS.

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

- Personal information (such as name, date of birth and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and funding eligibility) for children
- Attendance information (such as sessions attended, number of absences and absence reasons) for children
- Relevant Medical information for children
- Special Educational Needs information for children
- Assessment information for children
- Bank details for adults
- Proof of identity for adults
- Birth certificates for funding for children
- Details of any accidents / incidents / existing injuries
- Relevant documentation for child protection and safeguarding concerns
- Funding information and details

Why we collect and use this information

We use the data:

- to support children's learning
- to monitor and report on their progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to comply with the requirements of the EYFS and Ofsted
- to ensure children are eligible for funding
- to process nursery fees
- to ensure children's health, safety and wellbeing

The lawful basis on which we use this information

We collect and use child information under the Statutory Framework for the Early Years Foundation Stage (given legal force by the Childcare Act 2006), The Limitation Act 1980.

By completing and signing the St Michael's Family Centre Admission/registration form you are giving consent for us to process yours and your child's personal data for the specific purposes of being part of the family centre. The processing of the information you have provided about yourself and your child is necessary for the contract you have completed in the admission/registration form. We have a legal obligation to process the information provided to comply with the law.

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 information to us or if you have a choice in this.

Storing children's data:

We hold children's data such as their registration and attendance details, for 1 year after the child's last attendance, accidents and incident records until each child has reached the age of 21.

Learning and assessment for the children is stored for up to three months after the child has left the setting, then removed from electronic storage.

Parents are able to download or print this themselves at any point up until this time.

Who we share children's information with:

We routinely share child information with:

- Department for Education (DfE)
- Schools or other settings that the children attend after leaving us
- Our local authority
- Ofsted
- Health Visitors
- Social Workers
- Inclusion teams, SEN panels, funding etc
- Local Children's safeguarding boards / LADO
- Other providers that a child attends
- Multi agency professionals working with individual children

Why we share child information

We do not share information about children with anyone without consent unless the law unless we are obliged to as part of a lawful process/investigation. Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of the data requested and the arrangements in place to store and handle the data. To be granted access to child level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more on information on how this sharing process works, please visit

<http://www.gov.uk/guidance/national-pupildatabase-apply-for-a-data-extract>.

For information on which third party organisations (and for which project) child level data has been provided to, please visit <https://www.gov.uk/government/publications/national-pupildatabase-requests-recieved>.

If you require more information about how we and/or the DfE use this information please visit DfE's website <https://www.gov.uk/data-protection-how-we-collect-and-share-researchdata> or email us at office@stmichaelsfamilycentre.co.uk

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 our Company Compliance Officer at office@stmichaelsfamilycentre.co.uk

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 at office@stmichaelsfamilycentre.co.uk
- Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>
- Contact: If you would like to discuss any of the content in this privacy notice please email: office@stmichaelsfamilycentre.co.uk