



Privacy Statement

We **The Old Potting Shed** are the Data Controller for the purposes of the Data Protection Act and is registered with the Information Commissioner's Office for the purpose of processing personal data.

The information you provide will be held and used in accordance with the requirements of UK and European data protection law. The information will form part of your childcare account and will be held for a variable amount of time.

We will not use your personal data in a way that may cause you unwarranted nuisance. In some circumstances failure to provide the information could result in your child not being offered a place.

The information provided may / will be shared with outside agencies such as, other settings attended by your child, the local authority (LA), Ofsted, RIDDOR, Department for Education (DfE), who have demonstrated that they have a lawful and legitimate interest in the information, for the purposes of

- Support your teaching and Learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care;
- Assess how well your school is doing;
- Reporting Health and Safety / Child Protection issues.

At no point will your data be shared or process outside of the UK.

We may lawfully disclose information to public sector agencies to prevent or detect fraud or other crime, or to support the national fraud initiatives and protect public funds under the Local Audit and Accountability Act 2014. Under the conditions of Digital Economy Act 2017, we may also share personal data provided to us with other public authorities as defined in the Act, for the purposes of fraud or crime detection or prevention, to recover monies owed to us, to improve public service delivery, or for statistical research.

We do not share the information with other organisations for commercial purposes.

You have a right to see the personal data we process about you, as well as the right of objection, rectification, restriction and erasure in some circumstances. For details of how to make such a request please contact our office info@oldpottingshed.co.uk / 01761 462490.

If you require more information from about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.n-somerset.gov.uk/education/schools/pages/schools.aspx>

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

If you are unable to access these websites, please contact the LA or DfE as follows :

- Data Management Team, People and Communities, North Somerset Council, Town Hall, Walliscote Grove Road, Weston-Super-Mare, BS23 1UJ
- Public Communications unit, Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT

If you have any questions or concerns about the way that we process your personal data, our Data Protection officer can be contact on info@oldpottingshed.co.uk / 01761 462490

Below is a list of the data we collect, what we collect it for; how long we will hold it; with whom we may share it and if it compulsory to provide the information

Data Collected	Purpose	Held for	Shared *	Compulsory
Registration Document Nursery and Pre School ASC (Yearly)	EYFS requirements Permissions Contact parents Allocate spaces	3 years after child left setting	No	Parts highlighted red in document
Funding Documents 2 year old 3 and 4 year old	Allocation of government funding	As soon as child leaves funded hours	Yes – North Somerset	Yes in line with N.Somerset requests to process
SEND	To assess support and funding from LA	3 years after child left setting	Yes – outside agencies /LA	Yes in line with N.Somerset requests
Child protection Absences Existing Injury Disclosures Incidents Referrals Contact with Social Services	To ensure the safety and well-being of all children at the setting	24 years	See safeguarding policy	See EYFS and Safeguarding Policy
Day to Day Documents Daily register Learning journals Accident record Medication records Complaints	All EYFS Requirements	3 years after child left setting Given to parents yearly Until child reaches 24 10 years 3 years	Yes – accidents may be referred to Ofsted / LA / RIDDOR Complaints to Ofsted and LA	Yes
Finance	Invoicing Reminders Debt collection	3 years from end of financial year	Yes – in the event of recovering monies owed to us.	

* Where appropriate / required we will seek additional consent to share information before passing on to outside agencies

Data processing – North Somerset

When working with North Somerset we collect the information in line with the Early Years Privacy Policy

Why we collect your information

In accordance with Article 6(1)(c) of GDPR, the information we collect will be used to administrate the Early Years and Childcare service; where statutory duties are placed on us under the following sets of legislation:

- Childcare Act 2006 (Sections 6,7,7A,9A,12,13)
- Childcare Act 2016 (Section 2) Chapter 21
- Education Act 2002 (Section 87)
- Early Education and Childcare Statutory Guidance for Local Authorities Department for Education (February 2018)
- Early Years Entitlements: Local Authority Funding of Providers, Operational Guide 2018 to 2019 (Education and Skills Funding Agency: February 2018);
- Special Educational Needs and Disability (SEND) Code of Practice: 0 to 25 years (Department for Education and Department of Health, January 2015)
- Working Together to Safeguard Children (HM Government, March 2015)
- Assessment and Reporting Arrangements ARA (Moderation and Monitoring for National Curriculum EYFSP, Year 1 Phonics, Key Stage 1, Key Stage 2) Standards and Testing Agency (Updated annually)

The duties involve the following key areas:

- Funded childcare places for two,three and four year olds (eligibility, flexibility, quality, funding places)
- Securing sufficient childcare
- Information to parents
- Information to childcare providers
- Moderation and monitoring for the national curriculum: EYFSP, Year 1 Phonics, Key Stage 1, Key Stage 2

These sets of legislation also provide us with a lawful basis to process the necessary special categories of personal data, in accordance with Articles 9(2)(g) and 9(2)(h) of GDPR.

The information you provide will be held and used in accordance with the requirements of the UK and European data protection law. The information will form part of your Early Years and Childcare Service record and will be held for no longer than six years.

Failure to provide the information could result in your childcare setting not being able to access the support you may require to carry out your legislative duties within the Early Years Foundation Stage.