

At Panda Nursery we take data protection seriously and respect the privacy of all children, parents and carers at our nursery. This privacy policy outlines how we meet the requirements of the General Data Protection Regulations which comes into force from May 2018.

When we refer to 'parents' in this policy we mean parents and carers. A child is defined as anyone under 18.

Ali Thompson is our nominated Data Controller for Panda Nursery and Kerry Cook is our nominated Data Processor.

The information we collect about parents, carers and children is only used to provide the best possible care for all our children, maintain our services to you and communicate with you effectively.

Our legal basis for collecting and processing personal information is based on us performing our contract to you and adhering to the Early Years Foundation Stage Framework and welfare guidelines.

What information do we collect

When your child joins our nursery we ask you to complete a full registration form which gives us your

- contact information including your home address, email address, phone numbers and emergency contact details
- who is authorised to pick up your child
- if your child has been subject to a Child protection plan
- if your child has any SEN needs or disabilities that we can support them with
- if your child is looked after or adopted
- medical, allergy, dietary information and birth marks
- permission on how we use photos of your child
- permission on who we share your information with
- details of siblings
- religion, cultural background, whether English is your families first language
- National Insurance number for funding claims

We also ask to see your child's passport or birth certificate which a requirement of Surrey County Council is to process any funding claims.

Unless for a safeguarding issue, we only use your data as agreed with you on your registration form or if you have given us permission in another form, to provide you with a nursery service for your child under the EYFS and Statutory Welfare guidelines.

The contact details you provide us with are used to contact you by email, phone, text and postal address to share information with you about your child, our nursery, relevant news and invoicing.

Who do we share your information with?

Your data will only be shared with those who you have given us permission to share with.

Please be aware that if you choose not to opt into sharing the information in the ways below, we may not be able to offer our full services to you and your child.

The Third Parties that we share your data with, in order to work within the EYFS guidelines and provide our services are listed are:

- **Safeguarding concerns**
If there are concerns regarding significant harm to a child's wellbeing and safety this is paramount to share confidential information and we will follow our Safeguarding procedures
- **Other Settings**
We share your child's termly reports with other settings they attend, so we can work together to support your child. This integrated approach is a requirement of the EYFS. We ask you to give us details of other settings / child minders that your child attends, on your registration form.
- **Health Professionals**
We work with you to support your child and if your child needs additional SEN support, with your permission, we can make referrals to Speech and Language Therapists, Occupational Therapists, Surrey SEN department, Educational Psychologists, Paediatric Consultants, Doctors, Health Visitors and English support language therapists.
- **Ofsted**
As a registered Ofsted setting we may be asked to show them child profiles, registration forms and evidence that our policies and procedures are followed. We may also share personal details if reporting and health epidemics or accidents.
- **Health Agencies**
It is our statutory duty to report if we have any notifiable diseases in our nursery. Your child's name and address will need to be shared with the Health Authority if they suffer one of these illnesses. <https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report>
- **Schools**
We share the Summer Report written in the term before your child goes to school, with the school they are transitioning to. We ask you for permission to do this and show you the report for you to approve before we share it. This is important as it helps to support and ensure your child has a smooth transition into school. Their new teacher can then understand where they are on the EYFS curriculum, where they need support and areas they are thriving in.
- **Coach Mikey Football and Miss Tarryn's Ballet**
These two external teachers come into nursery to provide football and ballet sessions to the children. You can opt into these by registering your interest with Ali Thompson. You will be

given a separate registration form consenting to us sharing your information with these contractors for the purpose of providing their services.

- **Surrey Funding Portal and funding team**
We need to share your funding forms with Surrey County Council to process any funding you are claiming for your child
- **Friends of Panda**
Our parents run a charity called Friends of Panda who organise social and fundraising events. You can opt into sharing your email address and contact details with them on our registration form, to keep you updated of all the events they organise.
- **Displaying your email address on our birthday list, shown on Tapestry.**
At the request of many parents we share a list of children and a parent email address, so parents can communicate with each other, particularly when organising birthday parties. You are asked if you wish to opt into your email being displayed on this list on Tapestry and it is only published with your consent. You can withdraw your consent at any time by email ali@panda-nursery.co.uk

How do we process data?

We use the following systems to process our data and provide our services. You have the right to not opt in to using these systems, but parents need to be aware that the service we provide for you will be reduced and may miss important updates or communications.

- **Tapestry:** Our online, password protected child profiles and activity updates: <https://eylj.org/s/panda-pre-school-ltd/observations>
- **Mailchimp:** Our email system which sends out important information, updates and communication which is vital to keeping you up to date with what's happening with our nursery and your child during their time at our setting <https://mailchimp.com/>
- **Surrey Funding System** – this is the system we use to process all funding claims.

We ensure all our data processors are GDPR compliant.

How information is kept securely?

Information is stored on password protected laptops, on secure, password protected online systems including (Tapestry, Surrey Funding Portal, Mailchimp email system) and in locked cabinets. It is only shared with those who need to see the information to carry out their job and provide our nursery service.

What happens to data that is no longer required?

All Tapestry profiles and photos relevant to a leaving child are deleted when a child leaves our nursery.

Even after a child has left our nursery we have a statutory duty to retain some types of data for a specific period of time and the timescales depend on the data collected. Please see timescales below.

We keep records for the purpose of maintaining our nursery services based on the timescales below. After these dates the records are destroyed.

- Registers (kept for a term after a child / staff member has left)
- Tapestry profiles (deleted when the child leaves our setting)
- Risk assessments (kept for 7 years)
- Employment records (for 7 years)
- Tax and payroll records (for 6 years)
- Safeguarding records (for 24 years)
- Accident records (for 21 years and 4 months)

Your right to view the data we hold

You have the right to see the data we hold about you and your child and to ask for any errors to be corrected, we will respond to your request in the legal timeframe of a month.

You can request that the information is deleted, but you need to be aware that we will not be able to continue to care for your child if we do not have sufficient and appropriate information about them.

Complaints

If you have a complaint about how we have kept your information secure, or how we have responded to a request for access, update or delete your data, you can make a referral to the Information Commissioners Office.