



First Steps Day Nursery



Frimley Health
NHS Foundation Trust

Privacy Notice

First Steps is a “data controller” which means that we are responsible for deciding how we hold and use your personal information. We are committed to protecting the privacy and security of this information under data protection legislation. This notice describes how we will record, process and keep personal information about you and your child in accordance with the General Data Protection Regulations (GDPR).

We collect personal information about children and parents from when the initial enquiry is made by parents; through the enrolment process and until the child/ren stop using the nursery.

We retain children’s records for three years after they have left the setting, except records that relate to an accident or child protection matter. These are kept until the child reaches the age of 21 years or 24 years respectively. Information we are no longer required to keep will be shredded by the Trust on site and disposed of securely.

We collect, hold and share two types of information on families attending our setting.

Developmental records to include:

- Developmental information collected prior to children starting at the setting
- Observations of children, photographs, and developmental assessment records
- A copy of children’s two year old development summary

Personal records to include:

Children

- Personal details – including the information provided on the child’s enrolment form
- Contractual matters – including children’s days and times of attendance, a record of children’s fees and/or funding entitlement
- Children’s health and well-being – including discussions about everyday matters regarding the health and well-being of the child with the parent/guardian, records of accidents and medication
- Safeguarding and child protection concerns- including records of all welfare and protection concerns and our resulting actions, meetings and telephone conversations about the child and any information regarding a looked child
- Early support and Special Educational Needs and Disability – including any focussed intervention provided by our setting, a record of the child’s play plan and where relevant the Educational Health Care Plan
- Correspondence and reports – including letters and emails to and from other agencies and any confidential reports relating to specific children

Parents/guardians

- Emergency contact details including those people, other than parents/guardians with authorisation to collect children from the setting
- For registration purposes we hold addresses, contact details and payroll numbers,
- For funding purposes in addition to the above we also hold national insurance numbers, ethnicity and dates of birth.

Sharing information

The information that you provide to us whether mandatory or voluntary will be regarded as confidential. We do not share information about your child with anyone without consent unless the law and our policies allow us to do so.

We routinely share information without consent with:

- Our local authority for the purposes of funding and the Early Years census

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates when:

- There is evidence that the child is suffering, or is at risk of suffering significant harm
- There is reasonable cause to believe that a child may be suffering, or is at risk of suffering significant harm

Right to withdraw consent

You have the right to withdraw your consent and if you wish to do so please contact the nursery manager. Please be aware that by withdrawing elements of consent the following may be impacted:

- The level of support we are able to provide for your child
- Funding allocation (personal information is required to process applications)

How we store information and keep it secure

We store information both in hard and electronic formats. We ensure that access to children's files is restricted to those authorised to see them, these are stored securely in a lockable cabinet. The Trust's Information Technology Department has deployed technical security measures to keep your information secure when being stored or transferred electronically, this includes ensuring all security software and encryption is up to date helping to prevent the risk of cyber-attack. How to correctly use systems and the measures that need to be taken by all staff to ensure the security of electronic information is covered in Information Governance training which Trust staff must complete on an annual basis.

Requesting access to your personal data

Under data protection legislation, parents/guardians children and young people have the right to request access to information we hold. If you wish to access this please speak to the nursery manager.

It is important that the personal information we hold about you and your child is accurate and current. Please keep us informed if your personal information changes.

Please sign and date below once you have read and agreed to this policy notice

Signed Parent/Carer

Print name:

Date: