**Privacy notice: what do we collect, store and for how long, share and with who do we share in terms of personal data:**

|  |  |  |
| --- | --- | --- |
| Who do we hold information about? | Children and families | Employees |
| What information do we hold? | * Address * Medical information * Diet requirements * Religion * Languages * Assessments * Observations * Proof of identity for child and parents * Emergency contacts * Child protection files when applicable * Early help interventions when applicable * Information regarding Child in need when applicable * Information regarding Looked After Child when applicable * Accident/incident forms * Funding information and details * SEN information when applicable * Attendance * Bank details for parents * Telephone for parents * Email for parents | * Address * Next of kin * Bank details * Email * Equal opportunities form * Confidentiality agreement * DBS online service number * References * Medical history * Employment history * Relevant training copies * Personal information * Work absence record * Contract information * Details of professional development |
| Why are we holding this information? | * 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 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 | * To inform the LA, DfE, Ofsted about our staff * To give details of our staff to LADO * Safer staff recruitment * Supporting employers     . |
| Who do we share it with? | Department for Education  Ofsted  Health visitors  Social workers  CSCB  SENCO  LADO  Other provisions that the child might attend  Local Authority | Local Authority  Department for Education  Ofsted  LADO |
| How do we store it? | Electronic files  Paper copy: Personal file  Passwords  See register of systems above | Electronic files  Paper copy: personal file  Passwords  See register of systems above |
| How long for? | 3 years after the child has left the provision | 6 years after the employer has left |
| How do we keep it safe? | Encryption and passwords  Lockable cabinets for paper files  Restricted access by only designated members of staff to both electronic and paper documents | Encryption and passwords  Lockable cabinets for paper files  Restricted access by only designated members of staff to both electronic and paper documents |