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

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| --- | --- | --- |
| 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
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| 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

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| Who do we share it with? | Department for Education OfstedHealth visitorsSocial workersCSCBSENCOLADOOther provisions that the child might attend Local Authority  | Local AuthorityDepartment for EducationOfsted LADO |
| How do we store it? | Electronic files Paper copy: Personal file Passwords See register of systems above  | Electronic filesPaper 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  |