



Tigger's Nurseries Ltd

Privacy Statement

Tigger's Nurseries Ltd is a provider of a service that collects personal information about children, young people and their families.

The practitioners employed by Tigger's Nurseries Ltd will collect the necessary information required to help assist and protect the children within our care. We collect and use information under the Early Years Foundation Stage Statutory Framework (EYFS, 2017), the Data Protection Act (DPA, 1996), the Information Commissioners Office (ICO) and the General Data Protection Regulation (GDPR, 2018), this is for both contractual and for emergency reasons.

The data that we are required by law and as an OFSTED requirement to hold for each child is as follows:

- Child's full name
- Child's date of birth
- Child's address and contact details
- Parents addresses (if different) and contact details including a phone number
- Who has parental responsibility
- Who has legal contact
- Emergency contact details (2 people not including parents)
- Allergies/dietary requirement information
- Ethnicity/religion
- Languages spoken
- Any other special requirements/needs/medical history details
- Names of people who can collect your child if not yourselves
- Doctors and Health Visitors name addresses and contact number

Tigger's are required to inform you of how we process and store personal data within the setting.

All paperwork regarding your child is stored in the office and conference rooms in the filing cabinet, where the doors are locked overnight and when not in use.

Your child's full name and date of birth is printed on our daily registers. The registers are stored in the office filing cabinet when not in use.

Tigger's have several computers in the office and there is a Laptop which is also used by the management team. The computers and laptop are password protected and is only used by a member of the management team.

Our computers are used to store data and photographs of children to print off for displays or to email to parent/carers. Emails are sent and received on both the computers and the laptop. Our Nursey Software [Connect & IConnect] is used via online on the nursery computers which independently complies with GPRD.

Tigger's will share information with other settings only after we have sought permission from you (which is also featured in our T's and C's when signing up to the setting). Safeguarding concerns will be the only time permission may not be sought to share sensitive information with multi-agencies.

Tigger's take photos of your children (after permission has been sought) for use in their learning journeys and to display around the setting. Photo's are deleted from the camera and the computer when they are no longer required or when your child has left the setting.

Photos may also be used for promotional material and for the nursery website, again only after permission has been sought. Tigger's refer to a document 'retention periods for records' to ensure we retain personal data records for the correct amount of time. There are certain records that Tigger's must retain, you have the right to ask for additional data to be handed over to you or Tigger's will destroy it appropriately and accordingly to when your child leaves the setting.

Tigger's must adhere to the lawfulness of Processing Data. All data collected by Tigger's will fall into one of the following categories:

- Consent of the data subject.
- Processing is necessary for the performance of a contract with the data subject.
- Processing is necessary for the compliance with a legal obligation.
- Processing is necessary to protect the vital interests of the data subject.
- Processing is necessary in the public interest or the controller has official authority.
- Processing is necessary for the purpose of legitimate interests pursued by the controller or third party.

The personal data held at Tigger's is secure and only shared with a third party such as another Childcare Setting, Early Years Help Advisors, Early Years Financial Team to claim your Nursery Education Funding, Health Visitor's or other Healthcare Professionals, Safeguarding Concern or Referrals, Doctors or Emergency Services in the event of an emergency.

As well as personal information such as your child's name, date of birth and address we also collect and hold data such as their attendance information such as sessions attended, number of absences and absence reasons, medical information, assessment information and information regarding special educational needs.

We use the collected data:

- To support your child's learning and development
- To monitor and report on your child's progress
- To assess the quality of our care
- To comply with the law regarding data sharing
- To comply with the requirements of the Early Years Foundation Stage Statutory Framework (EYFS, 2017)

Tigger's Nurseries Ltd also obtain and hold information on Staff, volunteers and students.

Employees

Employees personal details will be obtained and held in a locked cupboard within the office, which is locked when unmanned and overnight.

This will include:

- Proof of ID
- Full name
- DOB
- Address
- Contact numbers
- Medical history
- Next of kin and emergency contacts
- Finance information such as NI number, bank details etc

References will be sought from two sources.

A DBS check will also be carried out for each employee.

Evidence of previous qualifications, if necessary will be required to copy and store on the employee's personnel file.

Volunteers

Those who wish to volunteer on a regular basis (regular constitutes attending once a fortnight) will be required to give personal information consisting of:

- Proof of ID
- Full name
- DOB
- Address
- Contact numbers
- Medical history
- Next of kin and emergency contacts
- A DBS check will be sought.

Students

Student who have been approved to carry out their placement at our setting, we will require the following details:

- Full name
- DOB
- Address

- Contact numbers
- Medical history
- Next of kin and emergency contacts
- Information of course or college will be required before any student will be given work placement to ensure that students are registered with an educational provider.

Grant Application

Information to submit and claim funding for all children within our setting, we will require to obtain the following to send to the to the Gloucestershire County Council:

- Full name
- DOB
- Address
- Sessions/hours
- Parent/Carer details

Personal Achievements

Practitioners (Key persons) will collate information regarding observations made on individual children's attainments. This allows us to plan for their individual progression and to help further their learning and development.

Special Educational Needs

At any time, children may have a Special Educational Need or Disability. A separate record system is kept for the identification and monitoring of Special Educational Needs or Disabilities.

Child Protection

Any issues relating to Child Protection will be recorded in a separate file. Information is given to those on a need to know basis only. The well-being and safety of the child is paramount, and information is kept in the strictest of confidence by the Management Team and relevant persons.

Parent/Carers

We will ask for the following information within all children's enrollment forms in case of an emergency:

- Full name
- Parental Responsibility [PR]
- Address
- Contact Numbers
- Work contact details
- Emergency contact details

Accident Forms and Existing Injury Forms

Information statements regarding children's personal circumstances i.e. accident's, existing injury and child protection issues are recorded and signed and kept on the child's file.

Under data protection legislation, parents/carers have the right to request access to information held by Tigger's.

If you have a concern about how Tigger's Nurseries Ltd are collecting or storing personal data, we request that you raise your concern in the first instance with the Management Team. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>