



PRIVACY NOTICE

Privacy Notice – General Data Protection Regulation (GDPR)

We (First Steps Bath) are a data controller for Data Protection. We collect personal information from you and may receive information about your child from their previous setting and the Learning Records Service. We hold this personal data to:

- Support children's learning.
- Monitor and report on children's progress.
- Provide appropriate pastoral care.
- Ensure correct contact in an emergency.
- Ensure inclusion.
- Provide updates on events & fundraising.
- Measure impact.
- Gain additional funding for nursery provision such as EYPP or FSB free lunch offer.

Information about you/your child that we hold includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your child's ethnic group, any special educational needs your child may have and relevant medical information.

We will not give information about your child to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about your child to our Local Authority (LA) and the Department for Education.

If you want to receive a copy of the information about your child that we hold or share, please contact Sarah Elliott our Finance and Administration Manager.

Personal information will be handled securely and shared strictly on a need-to-know basis, only by those specifically authorised to do so, and will not be kept longer than is necessary. The information is kept in part on a computerised database. Information, which may identify an individual, may be disclosed with the individual's consent (unless obtaining consent may conflict with ensuring a

¹ Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings.

child's welfare), to other professionals involved with their support. First Steps (Bath) is required to pass on some of this data to the Local Authority and to agencies that are prescribed by law, such as Ofsted. Individuals have the right to ask to see personal information held about them by speaking to the Centre Manager. First Steps (Bath) keeps child and adult records according to the retention periods listed in Appendix 1, after the individual has ceased accessing services. Records are then destroyed.

CCTV cameras are operational both outside and in the reception area of our Centres, for safety

You have the right to ask to see personal information held about you by speaking to the Head of the Centre. When your child leaves the Centre all their records are passed onto the appropriate school and signed for. Information on Special Educational Needs is retained for one year to enable us to respond to information requests from services, which are helping your child in their Primary School. EYFS developmental data analysis is retained in order to provide Ofsted with evidence of children's progress over time. We also ask your permission to use and retain photographs of your child engaging in their activities at Nursery which are used in displays and to train professionals. If you do not wish your child's photo to be used, please do not sign the form.

Further information is available in the First Steps (Bath) Confidentiality and Data Protection policy available on the web site

If you need more information about how the LA and DfE store and use your child's information, then please go to the following websites:

<http://www.bathnes.gov.uk/services/your-council-and-democracy/data-protection-and-freedom-information>

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

[Information sharing: advice for practitioners \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

- Department for Education
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Website: www.education.gov.uk
Email: <http://www.education.gov.uk/help/contactus>
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