



Pippins Daycare – How we use children and parents information

Pippins Daycare requires personal data in order to operate as a childcare provider. The following document gives parents and children an insight into why we collect such data and how it is used.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, address and unique pupil number)
- Emergency contact details (telephone numbers and email addresses)
- Safeguarding information
- Photographs of activities and events
- Characteristics (date of birth, gender, dietary requirements, medical information)
- Age related pupil progress records (including assessment for 2 year olds)
- Attendance information

Why we collect information and how use this information:

We use pupil data to:

- Provide pastoral care
- Compile registers and family group lists
- Plan and provide activities
- Monitor day to day attendance
- Apply for funding/grants
- Provide appropriate training to support social development
- Monitor and report on pupil behaviour
- Provide health and safety assessments
- Protect pupil welfare
- Assess the quality of our services
- Comply with the law on data sharing

The lawful basis on which we use this information:

We collect and use pupil data under:

- **GDPR – Article 6 (1c if) – Lawfulness of processing**
- **GDPR – Article 9 (2b) – Processing of special categories**
- **Safeguarding – Keeping Children safe in Education**
www.government/publications/keeping-children-safe-eduction

- **Safeguarding –working together to safeguard children**
www.government/publications/working-together-to-safeguard-children

Collecting pupil information:

In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data:

At Pippins Daycare, we store personal information about children and parents whilst the pupils are in attendance at our setting. Data may be kept beyond the time of attendance in order to comply with legal obligations.

Who we share pupil information with:

We routinely share information with:

- The Department for Education
- South Staffordshire County Council
- Health visitors
- Social services
- The police

Why we share pupil information:

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Data collection requirements:

For more information about services for young people, please visit the local web site for South Staffordshire Children's services.

Requesting access to your personal data:

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, please contact: **Mr N J P Cox – 07785 774376, Data Protection Officer**

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have the inaccurate data rectified, blocked, erased or destroyed: and
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioners office at <https://ico.org.uk/concerns/>

Consent:

You may at any given time freely withdraw consent to hold certain information, for example, photographs used to promote activities at our setting.

Contact:

If you would like to discuss anything in this privacy notice, please contact:

Mr N J P Cox – nigeljpcox@gmail.com 07785 774376

This policy will be reviewed annually in line with current legislation

