



NORTH STAR NURSERY AND HOLIDAY CLUB
DATA PROTECTION ACT 1998 STATEMENT - CLIENTS

Under the terms of the 1998 legislation, North Star Nursery and Holiday Club is obliged to notify its clients what personal data is held on them as part of its contract of care and why this data is held. All clients are therefore asked to read and note the Privacy Notice referred to below in respect of the personal data held on them and their family members, in electronic and written (manual) filing systems.

This statement should be read alongside the Privacy Notice for Children in Early Years Settings and Childminders issued by the Local Authority, and displayed on the nursery noticeboard.

North Star Nursery Ltd is an Early Years Settings and we, along with schools, Local Authorities (LAs), the Secretary of State for Education and the Department for Education, the Qualifications and Curriculum Authority (QCA), Ofsted and the National Assessment Agency (NAA) all process information on children in order to help administer education and children's services and in doing so have to comply with the Data Protection Act 1998.

This means that the data held about children must only be used for specific purposes allowed by law. This statement sets out the types of data held by North Star Nursery Ltd, why data is held, and to whom it may be passed on.

What information do we hold?

North Star Nursery Ltd holds information on children and their families in order to identify childcare needs and agree contracts and commencement dates.

Once children enter into North Star Nursery Ltd, we record their personal details such as address, date of birth, emergency contact details of parents and carers, family GP and Health Visitor and immunisation records.

In addition to this, we record attendance, characteristics such as ethnic group, home language, special educational needs (SEN), relevant medical information and personal development. Where necessary we record child protection concerns, records of injury or concern and accident/incident records.

We will also keep information about your child's health for the purposes of compliance with our Health and Safety Policy and in relation to the administration of medication and management of insurance for extreme illnesses. In the event of an individual care plan being drawn up to address the health needs of a child in our care, information may be shared with health professionals with the parents'/carers' permission.

We may request the National Insurance number details of parents in order to make a claim for extra funding through the Early Years Pupil Premium Scheme in order to support children's development, learning and care. This information will then be forwarded to Swindon Borough Council in order that the request for funding can be processed.

Students on placement with us, or staff working towards a qualification may need to record specific data and utilise this in their assignments. Permission letters are issued, explaining how the data will be utilised and who will see it, including the safe disposal upon completion of the training.

We are required to keep contact details for every child, up to three years after they leave the setting, then it is shredded. Transition documents are shared with the next care/education provider with parents'/carers' agreement. All other paperwork is given to parents/carers.

We are required to keep a daily register of children who attend nursery together with a record of reasons for non-attendance.

How is my child's information stored?

Information is recorded manually in written format and electronically, including electronic data bases, documents and photographs. North Star Nursery's Technology Policy sets out how we maintain our electronic databases and the security systems in place to ensure confidentiality and data protection.

Is information about my child shared with anyone else?

Where a child attends two or more early years settings, a shared care book is utilised which is couriered by the family between the settings.

In the event that concerns are raised about the welfare of a child in our care, we may share that child's personal data with the Family Contact Point at Swindon Borough Council. We would always seek the parents'/carers' permission in the first instance, unless we believe that it would put the child at significant risk of harm to do so.

From time to time North Star Nursery Ltd is required to pass on data to LA, the Department for Education, QCA and Ofsted (this list is not exhaustive). In particular, at age two years each child receives a development check, where the findings are passed onto the Health Visitors' Locality Team. At five years, any children still attending day care at North Star Nursery Ltd will have an assessment under the guidelines set out in "Development Matters in the Early Years Foundation Stage", produced by the Department for Education, and which is passed to the LA.

The LA uses information about children for whom it provides services, such as SEN provision. In addition, data creates statistics that inform decisions, but in a manner where individual children cannot be identified.

The QCA uses information about assessments to compile statistics on trends and patterns in levels of development, the effectiveness of the national curriculum, the associated assessment arrangements, and to ensure that these are continually improved.

We need to inform you that personal information on children attending any early years education setting, including North Star Nursery, will be held by Swindon Borough Council for the purposes of the administration of early years funding in compliance with the Data Protection Act 1998.

Ofsted do not routinely process any information about individual children, but do use information about the achievement of groups of children to inform its judgements about the quality of education in Early Years Settings.

The NAA uses information from the relatively few settings who complete the Foundation Stage Profile, for ensuring an efficient and effective assessment system covering all age ranges is delivered nationally.

The Department for Education uses information about children for research and statistical purposes, to allocate funds, to inform, influence and improve education policy and monitor performance of education and children's services.

In the event of a serious incident or accident involving a child at nursery, North Star Nursery is required to pass information to Ofsted and the Health and Safety Executive fulfilling our obligations under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). This information will include a child's name and date of birth together with parents'/carers' details and the nature of the incident.

In the event of an outbreak of notifiable illness, e.g. scarlet fever, mumps, food poisoning, we are required under our obligations to Public Health England to report details including names, dates of birth and addresses of those affected.

We believe these uses are consistent and in line with the requirements and principles of the Data Protection Act 1998. The information we hold will be for management and administrative use only but may, from time to time, need to be disclosed to relevant third parties (e.g. where legally obliged to do so by bodies such as the Inland Revenue, Ofsted, Environmental Health, the Local Authority), or where requested to do so by parents/carers (e.g. for the purpose of providing a referral for additional help such as Speech and Language assessments, Behaviour Support Team, Children's Centres Family Support Workers.). We may also from time to time need to transfer information about you outside North Star Nursery and Holiday Club solely for purposes connected with the care of your child, such as a Community Dietician, Early Years Consultant, or the Early Years Funding Team within the LA.

With the exception of making a referral where we feel a child is at significant harm from child abuse, we seek parental permission on information we wish to share with other professionals. Parents/carers should ask if they are not clear about any of the information we hold.

What rights do I and my child have with regard to the information held?

Children, as data subjects, have certain rights under the Data Protection Act 1998, including a general right of access to personal data held on them, with parents exercising this right on their behalf.

If you wish to access personal data held about your child please speak to one of the senior team.

REFERENCES

HM Government's "Information Sharing: Guidance for Practitioners and Managers" *Seven Golden Rules for Information Sharing*

Data Protection Act 1998

This policy links to:	Health and Safety Policy Safeguarding Children and Child Protection Policy Code of Conduct Security Policy Communication Policy Equality and Diversity Policy Privacy Notice Confidentiality Policy Technology Policy Staff Induction Staff Handbook Student Partnership Parent Partnership Staff Training
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Policy Review History	
September 2013	v.1
October 2015	v.1.1
November 2015	v.2

This policy will be reviewed in November 2017 unless a review of events, legislation or guidance from health professionals or Ofsted indicates that a review should take place sooner.