



Grendon and Billesley Nursery and Family Centre



GDPR privacy notice for children and their families Working Together Agreement (Children's Centre)

Who processes your information?

Grendon and Billesley Nursery and Family Centre Ltd (GBNFC) is the data controller of the personal information you provide to us. This means the setting determines the purposes for which, and the manner in which, any personal data relating to children and their families is to be processed. Louise Smith acts as a representative for the setting with regard to its data controller responsibilities on behalf of the Management Board; they can be contacted on 0121 464 0090 or admin@gbnfc.bham.org.uk In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the setting to share your data. Where the setting outsources data to a third party processor, the same data protection standards that GBNFC upholds are imposed on the processor.

Louise Smith is the data protection officer on behalf of the Management Board. Their role is to oversee and monitor the setting's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 0121 464 0090 or admin@gbnfc.bham.org.uk

Why do we collect and use your information?

GBNFC holds the legal right to collect and use personal data relating to children and their families, and we may also receive information regarding them from their previous setting or the Local Authority. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- The Early Years Foundation Stage Framework
- HMRC
- The Childcare Register
- The Early Years Inspection handbook
- Ofsted

In accordance with the above, the personal data of children and their families is collected and used for the following reasons:

- To support children's learning
- To monitor and report on children's progress
- To assess the quality of our service
- To comply with the law regarding data sharing

Which data is collected?

The categories of children's information that the setting collects, holds and shares include the following:

- Personal information - e.g. names and addresses, email address
- Characteristics - e.g. ethnicity, language, nationality
- Attendance information
- Assessment information
- Relevant medical information
- Information relating to SEND
- Information relating to safeguarding

Whilst the majority of the personal data you provide to the setting is mandatory, some is provided on a voluntary basis. When collecting data, the setting will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the setting will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to children at GBNFC and their families is stored in line with the setting's GDPR Data Protection Policy.

In accordance with the GDPR, the setting does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The settings is required to share children's data with the Local Authority.

GBNFC will not share your personal information with any third parties without your consent, unless the law allows us to do so. The setting routinely shares children's information with:

- Rio Health Service System



What are your rights?

Parents and children's have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how GBNFC uses your personal data.
- Request access to the personal data that GBNFC holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way GBNFC is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we collect, use and store your personal data, please ask to view the GBNFC policy.

I declare that I understand:

- GBNFC has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- GBNFC may share my data with the Local Authority.
- GBNFC will not share my data to any other third parties without my consent, unless the law requires the setting to do so.
- GBNFC will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the setting's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.



Parent agrees to:

- Give written consent below for the family support worker to share relevant information to professionals on a "need to know" basis under the data protection act
- Inform the centre or family support worker if a meeting/visit needs to be cancelled or rearranged
- Be responsible for their children during the visit/meeting
- Provide feedback on the support provide to assist the centre is providing a quality service to families

Name: -----

Signature: -----

Date: -----

