



Reg charity no: 1030907

Harvey Bears

Nursery & Pre-School

A PRIVACY NOTICE FOR FAMILIES

How we use your information

Who are we?

Harvey Bears Nursery and Pre-school is the data-controller. This means we are responsible for how your personal information is processed and for what purpose.

At Harvey Bears we collect and hold personal information relating to our families and may also receive personal information about them from other places. We use this personal data to:

- Support our children's learning
- Monitor our children's progress
- Provide appropriate care
- Assess the quality of our services
- Support our children in any transition, i.e. to next section of nursery or a new setting or school

What is a privacy notice?

A privacy notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This privacy notice explains how we process (collect, store, use and share) personal information about our families.

What is personal information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into their possession. 'Special category' persona; information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data containing health or data concerning a person's sexual orientation.

What personal information do we process about children and families?

The children and parent information we collect, hold and share includes:

- Personal information (such as name phone numbers and address)
- Contact details of alternative people to contact in an emergency.
- Characteristics such as ethnicity, language, nationality, country of birth.
- Attendance information (such as sessions attended, number of absences and reasons for absence.)
- Assessment information (such as learning journeys, and individual and cohort tracking.) This information will be shared with other settings on transfer.)
- Medical information (such as Doctor's information, allergies and any ongoing medical conditions that would affect their time in our setting. Information is also held about medication received.
- Any accident that happens before or during a session.
- Special Needs and Disability information (such as specific learning needs, assessments and letters and reports from professionals).
- Behaviour logs.
- Safeguarding information. (such as referrals to external agencies, Child Protection Records, Child in Need information, information

about looked after children, internal cause for concern logs and safeguarding issues.)

- Nappy changing, sleep and feeding logs,
- NEF forms and logs about payments
- Visitors book
- General observational notes during attendance and activities

Why do we use personal information?

We use family's data:

- To support children's learning.
- To monitor and report on children's progress.
- To provide appropriate care.
- To assess the quality of our setting.
- To comply with law regarding data sharing.
- To comply with requirements of the EYFS and OFSTED.
- To safeguard our children.

Collecting pupil information

Most of the information you provide us with is mandatory but some is given on a voluntary basis. In order to comply with General Data Protection Regulations, we will inform you when you have a choice in this.

What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows it. The lawful reasons for processing the majority of personal data are:

- The individual has given clear consent to process their personal data for a specific purpose. (consent)
- The data processing is necessary for a contract you have with an individual or because we need this information to form a contract. (Contract)
- The processing is a legal requirement. (Legal Obligation)
- The processing is necessary to protect life. (Vital Interests)
- The processing is necessary to perform a task in the public interest or an official function and these have a clear function in law. (Public Task)

To comply with the law

We collect and process family information to meet legal requirements and obligations placed upon us by law. We are required to process this information even if no permission has been granted. We record details of the type of processing we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share it with.

To protect someone's vital interests

We are able to process personal data when there is an emergency or someone's life is in danger.

We record details of the type of processing we undertake and who information is shared with.

With consent of the individual who owns the information

There is some personal information we can only process when we

have consent to do so. In these circumstances we will provide specific and explicit information regarding the reasons the data is being collected and how it will be used.

To perform a public task

It is a duty of the setting to ensure our children receive the care and support that is best for them. Much of this is not set out directly in legislation but is necessary to care for and support the learning of our children.

We record details of the type of processing that we may undertake on this basis and who information may be shared with.

Special category personal information

In order to process 'special category information' we must be able to demonstrate how the law allows us to do so. In addition we must be satisfied that ONE of the additional lawful reasons applies:

- Explicit consent of the data subject.
- Processing relates to personal data which is made public by the data subject.
- Necessary for establishing, exercising or defending legal claims.
- Necessary for reasons of substantial public interest.
- Necessary for preventative or occupational medicine. Or for reasons of public interest in the area of public health.
- Necessary for archiving, historical research or statistical purposes in the public interest.

Who might we share your information with?

- Settings our children transfer to
- Worcestershire County Council
- Babcock Prime
- Ofsted
- NHS
- Educational professionals (eg Speech and language therapists, Educational psychology team.)
- Nursery Education Funding.
- Committee of Harvey Bears
- School photographer
- Harvey Bears accountant
- Harvey Bears staff and committee

What do we do with your information?

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The setting monitors the personal information held and only shares it for the reasons outlined above.

How long do we keep your information?

Please see our separate Information Retention Policy.

What are your rights with respect of your personal information?

Under data protection law families have the right to request access to information held about them. To make a request for your personal information, to have access to your child's educational record contact the manager, or chairperson of the committee.

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 inaccurate personal data rectified, blocked, erased or destroyed.
- Claim compensation for damages caused by a breach of the Data Protection regulations.
- If you have a concern please raise it with us.