



Privacy Notice for Parents

(How we use your and your child's information)- Updated January 2024

Why do we collect and use your information?

KZAR Childcare Limited record, process and keep personal information about you and your child to meet legal requirements in accordance with Article 6 and Article 9 of the General Data Protection Regulation (GDPR, May 2018), The Education Act 1996 and the Statutory Framework.

It is a requirement of our registration with the Information Commissioners Office (ICO) to provide you with information about the details we keep about you and your child/ren.

Personal information is any information that identifies you or your child as an individual and relates to you or your child. This includes your child's DOB, address, medical details, parental details, religion and native language. CCTV, photos and video recordings of you or your child are also classed as personal information.

What data is collected?

We hold two different types of records about your child. These are:

Personal information including:

- In line with the EYFS (requirement 3.73) personal details required by the Statutory Frameworks and/ or the Local Authority for funding purposes (30 hours). This includes, but is not limited to: Full name, Date of Birth, Name and address of parents/ carers, parents NI number or Unique Taxpayer Reference and emergency contact details.
- Characteristics- native language, nationality, religion, ethnicity.
- Contractual details including attendance/ registers, absences/ reasons and fees information.
- Emergency details including your contact details and other emergency contacts in the event that we are unable to get hold of you.
- Details about your child's health and care needs. Including but not limited to: allergies, ongoing medical conditions, required medication and vaccination information.
- Records of accidents involving your child which occurred whilst at the setting.
- Records of injuries accumulated at home which result in bruises/ cuts or visible wounds.
- Information about family circumstances which might affect your child's welfare or happiness. E.g parental court orders, adoption information etc. This is so that we can safeguard the welfare and wellbeing of your child whilst at our setting.
- Information relating to SEND.

- Any records required to support your child such as shared information from other agencies and professionals.

Developmental Information including:

- Any relevant information shared by you, including birth certificate.
- Your child's 2 year progress check
- Assessments, observations, individual planning and regular progress summaries. This includes parent's evening and school leaver reports. Observations may include photos or videos of your child.
- Behavioural plans and reports.

We hold information about you and your child/ren to allow us to comply with the Early Years Foundation Stage (EYFS 2024). Some of the data we process relates to the Early Years Inspection Handbook (2024). Most of the information that we collect about you and your child is statutory; when information is optional, we will inform you that you have a choice whether to share it with us or not.

What do you do with my data and with whom is it shared?

The primary reason that we collect and use the information listed above is to ensure 'the safe and efficient management of the setting' (EYFS requirement 3.77). This includes ensuring that the needs of all the children are met and to provide your child with an education.

We are required to ensure the information that is collected about you and your child/ren is treated confidentially and only shared when there is a need for it to be shared. As such children and parent's personal data might be shared with:

- Ofsted- All paperwork can be inspected by Ofsted.
- Health Visitor- It is encouraged by the EYFS for parents to share a copy of their child's 2 year progress check with your Health Visitor. Should the parent wish the nursery to share this information, then parental consent is required.
- The Local Authority- we are required to share information for the purposes of the 2, 3 and 4 year old funding offer and any extra funding that we might claim for your child (see the Local Authority Privacy Notice for more details).
- Local SENCO- when advice is sought for a child (written permission required from parents).
- Schools or other settings that your child leaves the setting to attend. This includes, but is not limited to: their online learning journal account and progress reports.
- We share information about income and expenses including, when requested, your invoices and payments with HMRC and Tax Credits
- Local Safeguarding Children Board and social services
- The police or other emergency services in the event of an emergency at the setting (e.g. fibril convulsions or allergic reactions that require immediate attention).
- Insurance underwriter, where applicable.

Below are some examples of how we use the data that you provide.

- We use the email addresses provided on your enrolment form to create a Family login account for both parents. Family is our Early Childhood Platform and provides access to your billing information, child's learning journal, nursery communications and all other information relating to your child's day and time at nursery.
- We use CCTV to make sure the nursery is safe. CCTV is not used in private areas such as toilets or nappy changing areas.

- We use photographs and videos as evidence of your child meeting developmental milestones. These are shared with you through your child's online learning journal. Photos of your child may be used for display boards within the setting.
- We inform all staff within your child's room about any allergies or medical conditions that they need to be aware of to ensure meal times run seamlessly.

How long is my data stored for?

Personal data relating to parents and children at any KZAR Childcare Limited setting is stored in line with the nursery's GDPR Data Protection Policy.

In accordance with the GDPR, the nursery 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. The EYFS (requirement 3.80) states that 'data must be retained for a reasonable period of time.'

What are my rights?

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

You have the right to:

- Be informed about how the nursery uses your personal data.
- If information is incorrect, you can ask us to correct it.
- Request access to the personal data that the nursery holds.
- Request that your personal data is erased where there is no compelling reason for its continued use ('Right to be forgotten').
- Request that the processing of your data is restricted.
- Object to your personal data being processed for certain activities.
- Where any of the processing of your data is based on your consent, you have the right to withdraw this consent at any time by providing written notice to the Nursery Manager.

For more information about how your data is processed in paper or online, please ask to see a copy of Data Mapping Audit/ GDPR file.

If you have a concern about the way the nursery is collecting or using your personal data, we ask that you raise your concern to a member of our senior management in writing.

Declaration

I (name) _____, declare that I understand:

- KZAR Childcare Limited has a legal and legitimate interest to collect and process my/ my child's personal data in order to meet statutory requirements.
- How my data is used.
- Who KZAR Childcare Limited may share my data with.
- That KZAR Childcare Limited will not share my data with any other third parties without my consent, unless the law requires the nursery to do so.
- KZAR Childcare Limited will always ask for explicit consent where this is required, and I must provide consent if I agree to the data being processed
- My data is retained in line with the nursery's GDPR Data Protection Policy.
- I have the right to withdraw consent at any time; unless this information is required in order to comply with legal obligation, including, but not limited to: HMRC, the Children's Act, EYFS, Ofsted, or insurance, in which case we do not have to remove the data (Article 17, 3B).