



## PRIVACY NOTICE

### *Children in Early Years Settings*

#### **Privacy Notice - Data Protection Act 1998 and General Data Protection Regulation (GDPR)**

We **Little Bicks** are the Data Controller for the purposes of the Data Protection Act 1998 and General Data Protection Regulation (GDPR). We will collect information from you about you and your child from the point of registration and may receive information from any previous setting and the Learning Records Service. We hold this personal data and use it to:

- Support a child's teaching and learning;
- Monitor and report on children's progress;
- Provide appropriate pastoral care, and
- Assess how well the nursery is doing.

This information includes your contact details, EYFS assessment results and tracking data, attendance information and personal characteristics such as your child's ethnic group, special educational needs and any relevant medical information. If you want to see a copy of the information we hold and share about you then please contact:

**Data Protection Officer:** Rochelle Shorricks, Senior Manager, Little Bicks Ltd  
head@littlebicks.co.uk

***We will not give information about you to anyone outside the nursery without your consent unless the law and our rules allow us to.*** We are required by law to pass some of your information to the Local Authority (LA) and the Department for Education (DfE)

The **Local Authority** uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform decisions on (for example) funding of nurseries, and to assess the performance of nurseries and set targets for them. The statistics are used in such a way that individual children cannot be identified from them.

**Primary Care Trusts (PCT)** use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may however be provided to the child and its parents and this will require the PCTs to maintain details of pupils' names for this purpose for a period designated by the Department of Health following the weighing and measuring process. PCTs may also provide individual schools and LAs with aggregate information on pupils' height and weight.

## Data audit

All data stored by Little Bicks has been compiled into an audit and lists:

- Data recorded
- The legal/lawful basis for recording the data
- Any data sharing
- How the data is stored
- Data retention
- Data destruction

## Staff data

Staff have the following data stored securely and are able to access it on request:

- Contract
- All payroll information including p45/46, account details, email and National Insurance number
- Staff record sheet including emergency contact information, next of kin and doctor surgery.

## Data Breach Information

If there is a data breach within Little Bicks and we have mislaid or lost any personal data, we have the following procedures in place to deal with this. We will:

- Identify the data that has been lost
- Compile a report of the lost data, how, when and where it was lost
- Launch an investigation and notify the affected parties
- Find a resolution to the breach
- Notify the appropriate organisations if necessary

## Further Information

If you wish to see the information we hold on and about you, please contact the Rochelle Shorrick.

If you would like more information about data protection and your rights to data privacy, then please visit the **Information Commissioner's Office (ICO)** website at:

<http://ico.org.uk>

ICO  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate)  
01625 545 745 (national rate)  
Fax: 01625 524 510

If you require more information about how DfE store and use your information, then please go to the following websites:

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

If you are unable to access these websites, please contact the DfE as follows:

- Public Communications Unit  
Department for Education  
Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)

email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)

Telephone: 0870 000 2288

|                                      |            |
|--------------------------------------|------------|
| Date policy was reviewed             | March 2024 |
| This policy is due for review before | March 2025 |