

Privacy Notice - Data Protection Information about Children in Early Years Providers

We, Little Acorns Pre School take your privacy seriously and will only use your personal information to manage your account and provide tailored care to your child. We are a data controller for the purposes of Data Protection. We collect information from you when you fill out a registration form for your child and may receive information about you from your previous Early Years provider, local authorities, Ofsted, and the Department for Education (DfE) as well as The Preschool Learning Alliance for insurance purposes. A great deal of the information we collect is included in the Parent Declaration Form, completed on your child's admission to Little Acorns Pre School which, when signed, indicates that you understand how your family's data will be processed. In addition, we collect information for 30 hours eligibility, 2 year old funding eligibility, on learning and development, on safeguarding and welfare & special educational needs and disabilities.

From time to time we will need to contact you, via phone, email to provide you with Pre School updates, share relevant news and to send invoices.

We hold this personal data and use it to:

- Support teaching and learning.
- When your child applies for a school place, information may be forwarded to your child's new school (with your permission) to aid transition into their next phase of education. If your child changes Early Years Provider or attends more than one provider, information may be shared between Early Years Providers (with your permission).
- Monitor and report on learning and development.
- Assess how well we, as an education provider, are doing.
- Co-operate with Southampton City Council and external partners to improve the well-being of children, under the duty of the Children Act 2004. [Working Together to Safeguard Children \(2015\)](#)
- Share information with Southampton City Council and external partners to support the duty to safeguard and promote the welfare of children, under the Children Act 1989, Section 17. [Working Together to Safeguard Children \(2015\)](#)
- Provide information via statutory census returns to the DfE and in turn this will be available for the use of Southampton City Council to carry out its official functions, or a task in the public interest.
- Send Child level information to Southampton City Council on a regular basis in accordance with our information sharing agreement to enable the local authority to meet its duty under Data Protection legislation to ensure that the data it holds is accurate and also to carry out its official functions, or a task, in the public interest.

Your information will not be used for any other purpose or shared with any other organisation unless provided for by law or covered in this Privacy Notice.

Little Acorns Pre School member of staff who is responsible for data protection, who should be contacted in writing if you would like to receive a copy of the information about you that we hold or share, is: Carol Romilly, Little Acorns Pre School, contact on: Little.acorns@btinternet.com (data protection lead)

For information on how long Little Acorns Pre School will store the information collected please refer to the General Data Protection Policy in our policies book.

Should you have any concerns with how your data is being processed, the following steps should be taken:

- Step 1: Contact Carol Romilly our Data Protection Officer as above.
- Step 2: If concerns remain unresolved, follow the Early Years Provider Complaints procedure.
- Step 3: Contact the Information Commissioner's Office (www.ico.org.uk)

For further information on the circumstances under which you have the right to request access to, or rectification\erasure of, your personal data please visit the Information Commissioner's website.