



Care 4 kids is required to collect personal information for its employees, children, parents, other contacts, bill payers, other professionals and visitors. It is also necessary to process information so that children can be kept safe, be fully supported, and have their care and learning needs fully met; staff can be recruited and paid; activities organised; the business run efficiently and legal obligations to other bodies met. We intend to meet all the requirements of the Data Protection Act 1998 (the Act) and the General Data Protection Regulations 2018, and The Children Act 2006 (as defined by the EYFS Statutory Framework) when collecting, storing, and destroying personal data.

To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, Care 4 kids must comply with the Data Protection Principles which are set out in the Data Protection Act 1998 and the General Data Protection Regulations 2018. In summary these state that personal data must be:

- obtained and processed fairly and lawfully;
- obtained for a specified and lawful purpose and not processed in any manner incompatible with that purpose; adequate, relevant, and not excessive for that purpose;
- accurate and kept up to date;
- not kept for longer than is necessary;
- processed in accordance with the data subject's rights;
- kept safe from unauthorised access, accidental loss, or destruction;
- not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

As ever, We continue to take your privacy seriously, and in accordance with the General Data Protection Regulation, We will commit to the following:

We will be asking you for personal data about you and your child/ren in order to deliver a childcare service to you. We must have a legal basis for collecting this data, and there are six lawful bases:

(a) Consent:

The individual has given clear consent for you to process their personal data for a specific purpose.

(b) Contract:

The processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

(c) Legal obligation:

The processing is necessary for you to comply with the law (not including contractual obligations).

(d) Vital interests:

The processing is necessary to protect someone's life.

(e) Public task:

The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

(f) Legitimate interests:

The processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

I will be processing your data under the following bases:

Information Collected in order to keep your Child Safe and Happy (Child's Registration /Health &



Safety Form)- Legal Obligation

Bill Payer and Contract Information – Contract

Direct Debit/Standing Order Payment Data- Consent

For other matters, where we require consent, we will provide a way for you to positively make a decision about the information that you make available and how this is shared.

This information will be collected by **Kelly Farrell** as part of the child's registration/induction to the setting. We will be asking for some data verbally at our initial meeting and recording it on paper forms/digitally. We will ask for this information at regular intervals to ensure it is up to date. We will do this by asking you to update information via Parentzone/complete and return a data form.

We are required to hold and use this personal data in order to comply with the statutory framework of England, Ofsted, the Department for Education and my Local Authority. This data will be used to:

- support your child's development
- ensure your child is safe and happy
- monitor and report on your child's progress
- share information about activities in our setting
- contact named people in an emergency
- share with other professionals in accordance with legislation
- ensure a contract of service is delivered and maintained
- ensure that this setting receives the statutory funding for which it is eligible.

With your permission this data may be, when necessary, shared with:

- Other professionals supporting your child, for example health visitor, other settings your child may attend, school, other health or education professional
- My local authority through the Free Childcare and Early Education Entitlement headcount and annual Early Years Census (England)
- My local authority for the purposes of funded services that they support
- The local safeguarding children's board or Social Services Referral and Assessment Team if I ever have any concerns about the safety of your child.
- Ofsted

If you want to see a copy of the information I/we hold and share about you or your child then please contact **Kelly Farrell, who is the person within setting responsible for data**

I am/We are required by law to keep some information about your child for a period of time after a child has left the setting. I will keep a record of this and dispose securely at the correct time.

Please see our data protection policy for further information on data sharing, safe storage and your rights to access your data.