



## LITTLE FIRS DAY NURSERY

### Privacy Notice

Here at Little Firs Day Nursery, we take your privacy seriously and will only use your personal information to provide individual care and education for your child. From time to time, we will need to contact you, via phone, email and the Parentzone app to provide you with nursery updates, share relevant news and send you childcare bills.

We will input your data into a system called Connect Childcare which helps us manage our Nursery smoothly, including billing, your child's e-learning journal which includes, observations, assessments and reports including two-year checks. Your data is held securely and can only be accessed by authorised personnel. Personal information will not be shared with any third parties. Other data we collect is transition reports and records, special educational records, reports and EHC plans, child protection records and reports, accident reports, sleep records, napping changing records and what they have eaten. Data information is also used to claim the early year funding including 2-year-old, 3-4-year-old both 15 hours and 30 hours and inclusion funding.

We are seeking consent as part of the General Data Protection Regulations (GDPR) however we have a legal obligation to collect parents and child's details as outlined in the EYFS Statutory Framework 2021 and OFSTED Regulations.

Reviewed August 2021.