



Privacy Notice (How we use child information)

The categories of child information that we process include:

- Personal identifiers and contacts (such as name, date of birth, contact details and address etc).
- Characteristics (such as, ethnicity, faith, culture and language etc).
- Safeguarding information (such as court orders and professional involvement).
- Special educational needs (including the needs and ranking).
- Medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements).
- Attendance (such as sessions attended, number of absences, absence reasons and any previous settings attended).
- Behavioural information (such as exclusions and any relevant alternative provision put in place).
- Daily notes of activities and experiences whilst attending at the setting.
- Handover notes between parents and the setting at drop off and collection to relay important updates of child (such as child was unwell over the weekend, or child is teething, or child had a disturbed night so may be tired, or, we are now dropping naps or losing the dummy etc).
- Emergency contact details of at least 2 people other than parents who should be called in the case of an emergency.
- Authorised persons who are permitted to collect child from the setting other than the parents, (these can also be the same as the emergency contacts that we have on file).
- A record is kept that states the setting have requested and has seen evidence that the parents do have parental responsibility for the child to whom they given their consent or permissions for and proof of ID is required (such as passport, birth certificate or adoption certificate).
- A daily log of actions of the child throughout the day whilst at the setting (such as nappy changes and toilet movements, bottle feeds, food eaten, and naps / sleeps taken etc)

I am registered with the Information Commissioners Office (ICO) to hold information on registered children digitally please see for further information about the information commissioners office at

<https://ico.org.uk/>

Why we collect and use child information

We collect and use children's information, for the following purposes:

- To support children's learning and development.
- To monitor and report on child attainment progress.
- To provide appropriate care.
- To assess the quality of our services.
- To keep children safe (food allergies, or emergency contact details).
- To meet the statutory duties placed upon us for the Department for Education (DfE) data collections.
- To meet the standards set out in the Early Years Foundation Stage (EYFS) statutory framework
- To meet the standards set out by Ofsted
- To safeguard children

Collecting child information

We collect child information via my digital 'baby days' system that I use, and by completing the Local Authority Parental Agreement Forms for funding at the start of each term.

Child data is essential for the settings operational use. Whilst most of the child information you provide to us is mandatory, some of it is requested on a voluntary basis. To comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain child information to us or if you have a choice in this.

Storing child data

We hold child data securely through my baby days digital system whilst the child is in attendance at my setting and then at point of leaving the setting certain information will be archived or deleted. Medical records, accident logs and significant events and safeguarding information may be kept longer and in some case up until the child reaches the age of 25 years.

Who we share child information with

We routinely share child information with:

- Schools and or pre schools / nurseries that the child attend after leaving us as part of their transition process (with parental consent).
- Our Local Authority (Dorset County Council)
- The Department for Education (DfE) if and when required.
- Ofsted information as and when and or if it should be required and at point of inspections.

- Health Visitors with parental consent.
- Early Years Help Hub in the case of safeguarding referrals and where there is no immediate risk of harm then with parental consent to share. Parental consent is not required if we feel that the child should be in immediate risk of harm.

Why we regularly share child information

We do not share information about our children with anyone without consent unless the law and our policies allow us to do so.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from early years settings and local authorities via various statutory data collections. We are required to share information about our children with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Requesting Access to your personal data

Under data protection legislation, parents have the right to request access to information about them and their children that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Helen Klotz. You also have the right to:

- Ask us for access to information about you that we hold.
- Have your personal data rectified, if it is inaccurate or incomplete
- Request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- Restrict our processing of your personal data (i.e. permitting its storage but no further processing).
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Helen Klotz at Higher Farm House Pound Road Thornford Dorset DT9 6QB helen.palumbo@icloud.com 07810470330

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 25th June 2025.

Contact

If you would like to discuss anything in this privacy notice, please contact: Helen Klotz at the above address and contact telephone number.

How Government uses your data

The child data that we lawfully share with the Department for Education (DfE) through data collections underpins setting funding, which is calculated based upon the numbers of children and their characteristics in each school.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example; via the early years census) go to [Early years census - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/early-years-census-guidance)

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department for Education (DfE).

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share children's personal data with certain third parties, including:

- Early years providers, schools, pre schools and local authorities
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments, and or agencies
- Organisations which are fighting or identifying crime.

For more information about the Department for Education's (DfE) NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the [Data Protection Act 2018](#), you are entitled to ask the Department for Education (DfE):

- If they are processing your personal data
- For a description of the data they hold about you.
- The reasons they're holding it and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>