**Privacy Notice**

St Mary’s Playschool collects and processes personal data relating to the staff and children who attend the setting. We are required to process data in compliance with data protection principles which are similar to those of the data protection Act.

**The information that we collect hold and share include:**

Personal information (such as name. date of birth, address. N.I. number and banking details)

Characteristics (such as ethnicity, language, country of birth and funding eligibility)

Attendance information (such as sessions attended, absences and reasons for)

Assessments (such as relevant medical information, SEND, development records, behaviour records)

**We collect and use this information to:**

* Support children’s learning and development.
* Access the statutory funding which each child is eligible for.
* Comply with EYFS and OFSTED.
* Support C.P.D.
* Comply with the law regarding the safeguarding of children.
* Operate payroll services.
* Comply with Employment legislation
* Comply with the law regarding data sharing.

**The lawful basis on which we use this information**

We collect and use this information after consent is obtained from the parent/carer or in order to comply with a legal obligation.

**How long we will keep your data**

* Child and parent details are kept for 2 years
* Accident reports are kept for 21 years and 3 months
* Staff details are kept for 6 years

Personal data is stored securely and confidentially in the Playschool office and access to information is conducted on a strictly need to know basis.

**Data agreements**

Any arrangements we make with other data processors will be governed by written agreements offering sufficient guarantees that processing will meet GDPR standards.

We are required by law to pass some information to Essex County Council as the Local Authority (LA) and the Department for Education (DfE) through the Free Early Education Entitlement headcount and annual Early Years Census. This information includes your child’s name, date of birth, gender, home address, the number of Free Entitlement hours you are accessing for your child and personal characteristics such as ethnic group and whether your child has special educational needs. If you want to see a copy of the information we hold and share about you then please contact the playschool office. If you require more information about how the LA and DfE store and use this data please go to the following website: [**www.essex.gov.uk/FEEE**](http://www.essex.gov.uk/FEEE)(See paragraph headed ‘Early Years census and personal data’).If you are unable to access this website, paper copies of this information can be obtained from the Playschool, The Chase, Great Baddow, CM2 7JU. Tel: 01245 471683

We do not share information about children and their families with anyone without consent unless the law and our policies allow us to do so, for example, safeguarding.