



### **Sharing information with others**

As a Nursery it is necessary for us to collect personal information about you and your child. Sometimes we have to confirm or share information with other organisations. If we need to do this, we will make it clear to you on the forms you complete giving us the information. We will inform you before sharing any of yours or your child's information.

In some cases, a third-party organisation, such as a funding body, may require you to sign an agreement to allow your information to be shared e.g. on a funding form. Please read all paperwork thoroughly before signing, so that you know exactly how your information will be used.

### **Information**

We will make sure that the information about you is accurate and up to date when we collect or use it. You can help us with this by keeping us informed of any changes to the information we hold about you.

### **Information security**

We will keep information about you and your child secure. We will protect your information against unauthorised change, damage, loss or theft. All information collected on paper forms is kept locked away. All computers and tablets are password protected.

### **Keeping information**

We will hold information about you and your child only for as long as the law says. After this, we will dispose of it securely.

### **Openness**

We will tell you what kinds of information we hold and what we do with it.

### **Access and correctness**

Whenever possible, we will let you see the information we hold about you and correct it if it is wrong.

### **In general**

We will comply with the Data Protection Act (DPA) 1998 and General Data Protection Regulation 2018 (GDPR) and any subsequent legislation on information handling and privacy. We will do this through Fernbank Nursery's Data Protection Policy. We will support you with any questions or problems that you may have with the Data Protection Act 1998, General Data Protection Regulation 2018, the Human Rights Act 1998 or the Freedom of Information Act 2000. If we cannot help you, we will give you advice on where to get the information you may need.

### **Our Commitment**

We will only collect information that is necessary for what we do. We will be fair in the way we collect information about you. We will tell you what we intend to do with the information about you. Where possible, we will collect information directly from you. If we collect information about you from someone else, we will make sure you know what information we hold on you, where possible and legal.



### **Types of information we collect**

- Yourself and your child's full name
- Your work address and telephone number
- Your child's date of birth
- Yourself and your child's religion and nationality
- Photographs of yourself, your child and any emergency contacts
- Your address
- Your contact numbers and addresses of your emergency contacts
- Your email address
- Your child's medical conditions
- In some cases, your National insurance number.
- Any court order information relating to yourself or your child
- Birth certificate or passport number including date of issue

### **Whilst your child is with us we store information regarding:**

- Ongoing progress and development records
- Photographs of them
- Accident records
- Medical records
- Any relevant Safeguarding/ Child protection information (including photos if necessary)