



HARVEY ROAD DAY NURSERY LIMITED

9/10 Harvey Road
Cambridge CB1 2ET

Telephone (01223) 363860

Email: office@hrdn.uk

manager@hrdn.uk

deputy@hrdn.uk

www.harveyroaddaynursery.org.uk

Nursery Manager Christine Hall CSS

PRIVACY NOTICE (How we use pupil information)

The categories of child information that we collect, hold and share include:

- Personal information (such as name, date of birth and address)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant medical information (such as conditions that may require treatment during session times)
- Assessment information
- Information about educational needs

Why we collect and use this information:

We use the data to:

- monitor and report on the child's progress, both internally and to Cambridgeshire County Council
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data sharing
- comply with the requirements of the Early Years Foundation Stage Statutory Framework (2017)

The lawful basis on which we use this information:

We collect and use pupil information under the Early Years Foundation Stage Statutory Framework (2017), the Data Protection Act (1996) and the GDPR (2018).

Collecting child information:

Whilst the majority of child information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing pupil data:

We hold pupil data for 21 years after the child has left the setting, to allow for claims against our Public Liability Insurance. After that records are shredded and then burnt.

Who we share pupil information with:

We routinely share information with:

- schools and settings that the children attend after leaving us
- our local authority
- the Department for Education (DfE)
- the Cambridgeshire Multi-Agency Safeguarding Hub

Why we share children's information:

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

Requesting access to your personal data:

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact: **Christine Hall, Harvey Road Day Nursery Limited, 9/10 Harvey Road, Cambridge, CB1 2ET. Tel: 01223 363860.**

Email: office@hrdn.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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