



Christ the King site (registered office):  
c/o Christ the King School, Easton Hill Rd, Thornbury, BS35 1AX  
01454 858580  
christtheking@firststeppreschool.co.uk

Crossways site:  
c/o Crossways Infant School, Knapp Rd. Thornbury, BS35 2HQ  
01454 867283  
crossways@firststeppreschool.co.uk

[www.firststeppreschool.co.uk](http://www.firststeppreschool.co.uk)

**Play • Learn • Grow**

## **Privacy Notice (How we use parents/carers and children's information)**

### **Introduction**

This privacy notice explains what personal information we collect, why we collect it, how we use, share and protect it.

### **Information we collect**

For children,

- child's personal information (such as name, date of birth, address)
- characteristics (such as ethnicity, language, religion)
- attendance information (such as sessions attended, number and reason of absences)
- relevant medical information
- special educational needs information
- observations and assessment information
- family information
- relevant documentation for child protection and safeguarding concerns
- details of accidents & incidents

Some information we collect is voluntary, which is used to help care for and understand your child.

For parents/carers,

- personal information (such as names, address, contact numbers and emails)
- national insurance number

### **Why we collect this information**

- to contact parents when needed
- to support children's learning and development
- to monitor and report on children's progress
- to enable staff to plan suitable activities
- to assess the quality of our services
- to comply with the law regarding data sharing



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- to comply with requirements of the EYFS and Ofsted
- to ensure children are eligible for funding
- to process pre-school fees
- to support children's wellbeing
- to manage any special educational, health or medical needs

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

We collect and use children's information under the Statutory Framework for the Early Years Foundation Stage 2017 (given legal force by Childcare Act 2006) and Limitations Act 1980.

- **Contract:** The processing is necessary for a contract we have with you the parent/guardian of the child to provide childcare and the contract we have with the local authority to provide funded childcare to eligible families.
- **Legal obligation:** The processing is necessary for us to comply with the law.

### **Collecting children's information**

Whilst the majority of children's 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 information**

How do we protect your information?

- paperwork is stored in locked filing cabinets/drawers/store room
- computer systems and emails are password protected
- USB sticks are stored in locked cabinets/drawers and password protected if taken home

How long do we retain your information?

- learning journals are passed to you or next setting when child leaves
- personal information is kept for up to three years after your child has left



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- medication and accident records are kept until age 21 or 24 for child protection
- financial records for six years

### Who we share information with

- Department for Education (DfE)
- schools that the children attend after leaving us
- South Gloucestershire Council
- Ofsted
- health visitors
- social workers
- speech and language therapists
- paediatricians
- educational psychiatrists
- other providers that children attend
- Photonix (photos)
- Class fundraising Ltd (Christmas cards)
- My first poem
- Thornbury in bloom (paintings)

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

### Requesting access to your personal information

Under data protection legislation, parents/carers and children 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 education record, please email [admin@firststeppreschool.co.uk](mailto:admin@firststeppreschool.co.uk).

You 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



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- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

## **Contact**

If you would like to discuss anything in this privacy notice, please contact:

Christ the King Leader - 01454 858580, [christtheking@firststeppreschool.co.uk](mailto:christtheking@firststeppreschool.co.uk)

Crossways Leader - 01454 867283, [crossways@firststeppreschool.co.uk](mailto:crossways@firststeppreschool.co.uk)

Administrator - [admin@firststeppreschool.co.uk](mailto:admin@firststeppreschool.co.uk)

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