



Mr Bee's - Family Centre

Head Office

St Augustine's Centre
Columbia Way, King's Lynn PE30 2LB
Email: karengibbons@mrbeesfscentre.co.uk
Tel: 01553-692797 Fax: 01553 816909

Chairperson; Jeanette Nowrung

Childcare Privacy Notice (How we use child information)

All information that we collect is necessary to meet our contractual requirements as an employer, from Ofsted, Local Authorities and the EYFS.

Mr Bee's Family Centre (King's Lynn) is committed to processing data in accordance with its responsibilities under the GDPR (General Data Protection Regulations). The following information outlines how we process, use, store and where applicable, share information with the local authority and DfE.

The categories of child information that we process include:

- personal identifiers and contacts (such as name, date of birth, unique child number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- **parental information and any court orders pertaining to your child**
- 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 schools)
- observation and assessment records
- transition records including new school information
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- outings permission slips and contact information
- intimate care, sleep, and meal information
- **with your consent, your national Insurance number or unique taxpayer reference (UTR) where necessary if you are self-employed and where you apply for up to 30 hours free childcare and early education. We also collect information regarding benefits and family credits. Please note that if this information is not provided, then we cannot claim funding for your child.**
- **Where applicable we will obtain details of your child's social worker, child protection plans from social care, and health care professionals and other health plans from health agencies.**

This list is not exhaustive, to access the current list of categories of information we process please in our data retention schedule which can be found on <http://www.mrbeefscentre.co.uk/childcare-facilities>.

We collect and use **data about you and your child in order to provide childcare and early education services and to fulfil the contractual arrangement you have entered into. This includes using your data in the following ways:**

- a. **to support your child's wellbeing and development**
- b. **to effectively manage any special education, health, or medical needs of your child whilst at the setting**
- c. **to carry out regular assessment of your child's progress and to identify any areas of concern**
- d. **to maintain relevant contact about your child's wellbeing and development**
- e. **to contact you in the case of an emergency**
- f. **to process your claim for free childcare and early education, if applicable**
- g. **to enable us to respond to any questions you ask**
- h. **to keep you updated about information which forms part of your contract with us**
- i. **to notify you of service changes or issues**

Consent and permissions are also collected for sharing information and taking images as set out in our Record Keeping Policy and our how we use images which is set out in Keeping Children Safe in the Early Years leaflet available on our website.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing child information are:

- a) **Consent:** clear consent has been given to process personal data for a specific purpose.
- b) **Contract:** processing is necessary to meet childcare obligations and further outlined in our terms and conditions.
- c) **Legal obligation:** processing is necessary for compliance with the statutory requirements of the Early Years Foundation Stage governed by OFSTED.
- d) **Vital interests:** processing is necessary to protect someone's life.
- e) **Public task:** processing is necessary to perform a task in the public interest or for organisational official functions, and the task or function has a clear basis in law.
- f) **Legitimate interests:** processing is necessary legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

In addition, concerning any special category data:

- Certain categories of personal data need to be treated with even more care and this is referred to as sensitive data. Different lawful bases apply to sensitive data and processing of this data is outlined in our Safeguarding and Record Keeping policy.

How we collect child information

We collect child information via registration form at commence of care for a child; observation and assessment; transition reports and learning journals passed to us by child's parent/care or electronically by secure file transfer from previous schools.

Child data is essential for the Centres' operational use. Whilst most of the child information you provide to us is mandatory, some of it 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.

How we store child data

All data you provide to us is stored on secure computers or servers located within the UK or European Economic Area. We may also store paper records in locked filing cabinets.

Our third-party data processors will also store your data on secure servers which may be situated inside or outside the European Economic Area. They may also store data in paper files.

How long do we retain your data?

We retain your data in line with our retention of records guidance, a summary is below:

- You and your child's data, including registers are retained three (3) years after your child no longer uses the Centre, or until our next Ofsted inspection after your child leaves our Centre.
- Medication records and accident records are kept for longer according to legal requirements.
- Learning journeys are maintained by the Centre and available at your request when your child leaves. Records are kept and archived in line with our data retention policy.
- In some cases (child protection or other support service referrals), we may need to keep your data longer, only if it is necessary to comply with legal requirements. We will only keep your data for as long as is necessary to fulfil the purposes it was collected for and in line with data protection laws.

Who we share child information with

As a registered early years provider to deliver childcare and early education services, it is necessary for us to share data about you and your child with the following categories of recipients:

- the local authority if you claim free child care
- the governments eligibility checker as above, if applicable
- the Department for Education (DfE)

- Ofsted, when there has been a complaint about the childcare and early education service or during an inspection
- banking services to process chip and pin and/or direct debit payments
- our insurance underwriter, where applicable

We will also share your data:

- if we are legally required to do so, for example, by a law enforcement agency, court
- to enforce or apply the terms and conditions of your contract with us
- to protect your child and other children; for example, by sharing information with medical services, social services, or the police
- if it is necessary to protect our rights, property, or safety or to protect the rights, property, or safety of others
- with the school or another carer that your child will be attending, when s/he transfers, if applicable
- if we transfer the management of the setting out or take over any other organisation or part of it, in which case we may disclose your personal data to the prospective seller or buyer so that they may continue using it in the same way

Our nursery management and communication software provider may be able to access your personal data when carrying out maintenance task and software updates on our behalf. However, we have a written agreement in place which place this company under a duty of confidentiality.

We will never share your data with any organisation to use for their own purposes.

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. More information on this can be found in our Safeguarding and Child Protection and Confidentiality, recording, information sharing and Client Access to records policies – electronic copies can be found on <http://www.mrbeefscentre.co.uk/childcare-facilities>.

Department for Education

The Department for Education (DfE) collects personal data from educational 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:

Mr Bee's will request all eligible families complete a funding form each term for Norfolk County Council. Records are stored in line with our Record Keeping policy. Statistical information from these forms will be used by the organisation to complete census forms as requested by Norfolk County Council.

Mr Bee's has entered into a local agreement with Norfolk County Council which permits us to access funding for eligible funding providing certain criteria is being met. Further

information around the organisation's responsibilities to meet criteria can be found in the guidance for Early Education and Childcare Statutory Guidance for Local Authorities. All data is transferred securely and held by 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 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 educational record, contact the Centre Lead at your Centre, the Senior Early Years Professional or the Operations Manager (Data Protection Officer)

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
- a right to seek redress, either through the ICO, or through the courts

If you have **any questions, comments, or concerns** about **any aspect of this notice or how we are** collecting or using your personal data, you should raise your concern with:

Karen Gibbons
Senior Early Years Professional
Mr Bee's Family Centre (King's Lynn)
Columbia Way
King's Lynn
PE30 2LB

If you continue to be dissatisfied after raising your concern, you have the right to complain to the information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or <https://ico.org.uk/>.

Changes to this notice

We keep this notice under regular review. Any changes to this notice will be shared with you so that you may be aware of how we use your data at all times.

How Government uses your data

The child data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Child Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Child Database (NPD)

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

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

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-child-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share a child's personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's 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 DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 children per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided child 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>

To contact DfE: <https://www.gov.uk/contact-dfe>