

Privacy Statement EFGA Ofsted Registered Childcare Setting (Foundations Day Nursery)

At Foundations Day Nursery we take privacy very seriously and we only use your personal information (and that of your child) to:

- Support your child's teaching needs and learning.
- Monitor and report on your child's progress.
- Assess how they are progressing.
- Comply with the law regarding data sharing.
- Manage your account with regards to invoices and funded provision.
- Comply with local authority safeguarding board.

The information we collect and hold about you and your child includes:

- Contact details
- Work details
- Bank details
- FAMLY
- Attendance information
- Personal characteristics (such as your ethnic group)
- Special Educational needs and disability information
- Relevant medical information

Whilst the majority of your children's information you provide falls under the lawful basis of 'legal obligation' some of it is provided to us on a voluntary basis. We will inform you whether you are required to provide certain information to us, or if you have a choice when information is requested from you.

We store your data in the following ways:

- Paper records in a locked cabinet on site.
- Saved locally on password protected computers accessed by authorised personnel only.
- FAMLY
- Relevant information is held in your child's room.

All information is stored with regard to our retention guidelines which a copy can be found (audit data) with our Privacy Policy.

We do not share yours or your child's information with commercial parties, outside of our organisation without your consent. However, we are required to routinely share

children's information with **ELIM FOURSQUARE GOSPEL ALLIANCE** (Registered charity 251549) as the registered provider of Foundations Day Nursery are the data controllers for the purpose of the *General Data Protection (GDPR)*, which replaces the Data Protection Act 1998. Foundations Day Nursery act as data processors on behalf of Elim Foursquare Gospel Alliance. EFGA ICO registration number Z5192422.

Policy written: 25th May 2018.

Policy updated : September 2020.