



St Helens College



University Centre  
St Helens

# Nursery Childcare Policy – Data Protection and Sharing of Information

**Relating to:** Nursery

**Document reference:** SHCPolNur04

**Document owner:** Nursery Manager

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**Date of next review:** 25 January 2026

## **Policy Statement**

St Helens College Nursery collects, holds, and uses information about children and families connected to the setting. Under the General Data Protection Regulation (GDPR) data regarding living individuals is known as personal data. The nursery puts safeguards in place for the use of data about individuals.

We recognise that parents and emergency contact people have a right to know that information they share will be confidential, as well as be informed about the circumstances and reasons when we are obliged to share information.

We have a statutory duty to comply with the requirements of the GDPR and will provide information explaining how information is collected and processed.

## **Aims**

All the information we hold on individuals follows the six key principles:

- Fair, lawful, and transparent
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant, and limited to what is necessary
- Accurate, and where necessary, kept up to date
- Kept in a form which permits identification for no longer than necessary
- Processed in a manner that ensures appropriate security.

## **Who Processes your Information?**

St Helens College Nursery is the data controller of the personal information you provide to us. This means the nursery determines the purpose for which, and how any personal data relating to children and families is to be processed.

In some cases, your data may be shared to a third party such as:

Health Visitor, Doctor, Children's Social Care, Speech therapist, Portage workers, Child's other setting and any other professional linked with your child. Where the nursery shares information with a third party the same data protection standards applies.

Whilst most of the personal information you provide us with is mandatory, some may be provided on a voluntary basis, and we will provide you with information as to why we are requesting information.

## **Will my Information be Shared?**

Sharing of information is a crucial part of working with children and families. St Helens College Nursery are aware that the decision regarding how much information to share and with whom can have a profound impact on individuals' lives.

It could ensure children and families receive the right support and services, but on the other end of the spectrum, it could be the difference between life and death.

We will aim to be upfront with parents/carers when we are required to share information regarding their child or need to request information from other professionals and will request written consent to do so.

Where we have concerns about the safety of a child and believe that by requesting consent will result in putting the child at risk of harm, we will always share concerns with the necessary people, and will not allow fears about sharing information to stand in the way of the need to safeguard and promote the welfare of children.

We will also share or request information regarding a child from other professionals if we require an immediate input and are unable to obtain permission from the parent.

## **Which Data is Collected?**

**Personal information** – names, addresses, contact numbers, contact details for emergency people.

**Characteristics** – ethnicity, language, religion.

**Attendance information** – registers containing attendance and absences.

**Assessment information** – EYFS profile, observations, photographs, data, summary sheets.

**Medical information** – Health visitor and Doctors details, immunisations, dietary requirements, links with other medical professionals.

Information relating to SEND (Special Educational Needs & Disabilities)

Information regarding links with CSC (Children's Social Care)

Records from accidents, medication, incoming injuries, children's incidents, or concerns.

## **The personal data of pupils and their families is collected and used for the following reasons**

- To support children's learning & development
- To monitor and report on children's progress
- To provide appropriate pastoral support
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard children

Personal data is stored for as long as necessary to complete the task it was originally collected.

## **What are your Rights?**

Parents have the following rights in relation to the processing of their personal data:

- Be informed about how St Helens College Nursery uses your data
- Request access to the personal data St Helens College Nursery holds on you
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data be erased where there is no reason for its continued processing
- Request that the processing of your data is restricted
- Object to your personal data being processed

Where the processing of your data is based on your consent, you have the right to withdraw this at any time. For more information regarding your rights, visit the Information Commissioner's website

**<https://ico.org.uk/>**

## **Declaration**

I ..... Parent/Carer of .....

Understand:

- St Helens College Nursery has a legal and legitimate interest to collect and process my personal data to meet statutory requirements
- How my data is used
- St Helens College Nursery may share my data with other professionals and the Local Authority
- St Helens College Nursery will not share my data to any third party without my consent, unless the law requires the nursery to do so
- My data is retained in line with the GDPR
- My rights to the processing of my personal data
- Where I can find out more information about the processing of my personal data.

Signature ..... Date .....

## **Scope of the Policy**

This policy applies to all parents, children, and staff of the Childcare Facility.

## **Associated Policies**

- Safeguarding & Child Protection
- Communication
- Equality & Inclusion
- Health and Safety
- Parental Participation
- Special Educational Needs
- Managing Children's behaviour
- Medications & Ill Health
- Record Keeping & Confidentially
- Working In Partnership with Other Agencies
- Admissions & Registration

- Foods & Snacks
- Visits & Outings
- Code of Conduct for Parents, Guardians, Visitors & Contractors
- Maintaining Children's Safety & Security on the Premises
- Induction of Staff & Students
- Key Person & Settling In
- Transition
- Whistleblowing
- Supervision
- Staff Behaviour
- Education & Curriculum
- Biting

### **Access to the Policy**

This policy will also be issued to all Childcare Facility staff and made available to the users of the Childcare Facility. A copy of all policies will also be held centrally in the Childcare Facility Manager's office.

### **Post-Holder to Contact**

Director of Student Services.