



Loversall Farm Day Nursery Privacy Policy

As a nursery, we are expected to gain information for employees, children and family members. The EYFS (2025) specifies the type of information required, how the information should be handled and how any records that include personal information should be confidentially stored. The GDPR and Data Protection Act (2018) place accountability on businesses to how information is collected, stored and shared.

The nursery also has a responsibility for the retention of such information.

Data Protection principles for information sharing (*Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers 2018*)

1. **The most important consideration is whether sharing information is likely to support the safeguarding and protection of a child**
2. **Necessary and proportionate** – When taking decisions about what information to share, you should consider how much information you need to release. Not sharing more data than is necessary to be of use is a key element of the GDPR and Data Protection Act 2018, and you should consider the impact of disclosing information on the information subject and any third parties. Information must be proportionate to the need and level of risk
3. **Relevant** – Only information that is relevant to the purposes should be shared with those who need it. This allows others to do their job effectively and make informed decisions
4. **Adequate** – Information should be adequate for its purpose. Information should be of the right quality to ensure that it can be understood and relied upon
5. **Accurate** – Information should be accurate and up to date and should clearly distinguish between fact and opinion. If the information is historical then this should be explained
6. **Timely** – Information should be shared in a timely fashion to reduce the risk of missed opportunities to offer support and protection to a child. Timeliness is key in emergency situations and it may not be appropriate to seek consent for information sharing if it could cause delays and therefore place a child or young person at increased risk of harm. Practitioners should ensure that sufficient information is shared, as well as consider the urgency with which to share it.
7. **Secure** – Wherever possible, information should be shared in an appropriate, secure way. Practitioners must always follow their organisation's policy on security for handling personal information

8. **Record** – Information sharing decisions should be recorded, whether or not the decision is taken to share. If the decision is to share, reasons should be sited including what information has been shared and with whom, in line with organisational procedures. If the decision is not to share, it is good practice to record the reasons for this decision and discuss them with the requester

Our contact details

Name: Loversall Farm Day Nursery

Address: The Courtyard, Loversall, Doncaster, DN11 9DD

Phone Number: 01302 311000 ex.0

E-mail: info@loversallfarmdaynursery.co.uk

Privacy Policy completed: 2nd January 2024 (reviewed September 2025)

The type of personal information we collect

We currently collect and process the following information for employees:

- Personal contact details including; names, addresses, contact numbers, personal emails
- Next of kin and other emergency contact details
- National insurance numbers
- Financial information including; bank names, sort codes, account numbers, payroll information (including tax and NI contributions), P60 and P45 information
- Employees contracts which include; salary information, pension information, annual leave entitlements
- Copies of information for identification including; driving licence, passport, utility bills
- Information associated with robust recruitment including; CV's, application forms. Letters, interview questions, reference requests, completed references, employment history information, convictions, recruitment scoring
- Personal files which include; personal information, contracts, recruitment information, identification information, certificates, disciplinary and grievance information, return to work information, supervisions, whistleblowing

Other information

- Medical information, including illness or long term medical conditions, doctor/consultant information including contact details, medication, administration of medication forms, return to work forms, accident and incident forms
- Religious information including; religion, customs and believes, first language, religious requirements
- Exit interviews

We currently collect and process the following information for children:

- Personal information including; names, address, date of birth, dietary requirements, attendance information, emergency contact details including parents and third party
- Photographs and video footage
- Children's learning journey's, assessment trackers, wow moments, observations and next steps
- Individual planning
- Progress checks at two-year-old and ASQ results
- All about me booklets
- Information for children with additional needs including; SEN support plans, IEP's, EHCP's, OT referrals, SALT information
- Specific information for children in receipt of an Early Help Assessment
- Safeguarding information including; reports from children's social care, any referrals made, meeting and support minutes, chronology's, body maps, confidential records
- Accident, incident and existing injury forms
- EYPP and Deprivation funding

Other information

- Medical and health records, including administration of medication forms, attendance records, hospital information
- Adoption, fostering and looked after children information

We currently collect and process the following information for Parents:

- Names
- Addresses
- Contact telephone numbers
- Email addresses
- Parental consent forms
- Information of court orders
- Passwords
- Parental consent forms
- National insurance and funding codes
- Race, religion, first language, customs and beliefs

How will your data be collected?

Employees – The majority of the information we hold on employees will have been from the information they provided as part of the recruitment process. Part of the recruitment process will mean we have received some information from a third party, i.e. previous employees, the disclosure and barring service (DBS) and medical professionals.

Children and families – The enrolment and registration process will be where the majority of information will have been provided. However, we may hold additional information from

a third party, for example, information from health visitors, medical professionals, SEND experts and social services.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To ensure we are able to fully safeguard children at all times. Confidentiality will not be a barrier to sharing information if this is done to protect a child from a risk of neglect or child abuse in any form
- To hold all medical information to enable us to effectively support a child's health and well-being
- To hold all parent information to ensure children are accessing their funding entitlement to ensure they are provided with an excellent standard of education
- To ensure all children with learning differences are supported effectively to reach their full potential
- To ensure all children with EAL are provided with equal opportunities

We may also receive personal information indirectly, from the following sources in the following scenarios:

- Health visitors and community Nursery Nurses – This is to identify any concerns regarding the child's learning and development
- Children's Social Care – This enables us to effectively safeguard the child and/or the family
- Early Help – This is to ensure children and families are provided with the correct support to aid early intervention
- Medical professionals, for example; doctors, consultants, paediatricians, hearing impairment specialists – This information enables us to ensure children are provided with the best medical care when accessing the nursery
- Local Authority (Early Years Inclusion Service) – This ensures we are able to support children identified as having special educational needs and disabilities, effectively and strategies are introduced to ensure they are able to reach their full potential

We use the information that you have given us in order to:

When we will use personal information relating to employees:

- When making decisions associated with recruitment and employment
- Checking a staff member's eligibility to work within the UK
- Paying a salary including Tax, National Insurance and Pension contributions
- Registering an employee on our well-being package
- Providing the employee with a contract of employment
- Supervisions and performance management, including probationary reviews
- Assessing qualifications for possible promotions
- Arrangements for the termination of contract

- Continual Professional Development needs and requirements
- Managing sick leave and fitness to return to work
- Gathering information and evidence for disciplinaries and grievances
- The prevention of fraud
- To ensure your compliance towards the settings policies, procedures and risk assessments
- Equal opportunities monitoring

When we will use personal information relating to children:

- To share information with other educational establishments to ensure progression in their learning
- Information sharing and evidence collection where there are safeguarding and child protection concerns
- Information to be shared with local authorities for educational funding purposes
- To share information regarding child protection concerns with; children's social care, health professionals and Ofsted
- To ensure children are making adequate progress through observations, trackers and the tracking data base
- To enable the correct funding is being received, DLA, EYPP and disadvantage funding
- To check attendance records
- To check if a child is known on the EHA
- To request additional support for children who are identified as having SEND or EAL

When we will use personal information relating to families:

- To share information for funding purposes
- For the appropriate payment of nursery fees and non-payment of fees
- To call as a result of an emergency situation, for example, illness or accident of a child
- As a result of a safeguarding concern where a child is or at risk of harm

Where parents refuse to provide us with personal information as requested we may not be able to enter into a contractual agreement and this may therefore result in children not being admitted into the nursery.

Where employees refuse to provide us with personal information as requested we will be unable to enter into a contract of employment and therefore the offer of employment may be withdrawn.

Loversall Farm Day Nursery will, wherever possible, only use your personal information for the purpose in which it was intended. If there are reasons identified where we need to use your information for any other reason than initially intended, we will notify the employee,

family member or child (where appropriate) and explain the legal basis which allows us to do so.

How we may use sensitive personal information

Should we need to request sensitive information, Loversall Farm Day Nursery will require higher levels of protection to ensure such information is sufficiently safeguarded. We may process this sensitive information for the following reasons:

- Where we need to carry out our legal obligations or exercise rights in connection with employment
- Where sharing the information is in the public interest.

We may need to process sensitive information where it is required as part of a legal claim or where it is needed in order to protect an employee, child or child's family member and the employee, child or family member are unable to give consent.

What is our obligation as an employer?

As an employer we may need to use employees sensitive information for the following:

- We will use such information relating to absence, sick leave and leave associated with family members in relation to employment law
- We will use the personal information to ensure consideration is given to a staff member's physical and mental health to ensure health and safety in the work place is effective. We will consider the personal information to ensure the individual is fit for work and provide reasonable adjustments where necessary
- We will use information about the employee's race, ethnic origin, religious and moral beliefs and sexual orientation to ensure meaningful equal opportunity monitoring and reporting

Do we need employee consent to share?

We do not need the written consent of employees if we are using personal information in accordance with our policy and are carrying out our legal obligations or specific rights in the field of employment law. We may in certain circumstances approach the employee and request written consent to share their personal information. Where this is the case we will explain the types of information we will be using, along with the reasons for us sharing the information. However, all employees must be aware that it is not a condition of their contract that they agree to any request for consent from us.

Information regarding criminal convictions

As a nursery caring for vulnerable individuals we need to ensure that staff working with the children are safe to do so. As part of the application and recruitment process it is an expectation that candidates disclose any criminal convictions. We will use information about criminal convictions in the following ways:

- To carry out an enhanced DBS check on all individuals who are offered a position of employment or to carry out update service checks should the individual be on the update service
- To carry out update service checks at the same time as supervisions to ensure the clear DBS check is still relevant with no changes

As a nursery we are required by law to ensure all staff members working with children are suitable to do so.

Data Sharing

There will be times when information needs to be shared with third parties. Loversall Farm Day Nursery will share information where deemed appropriate and in accordance with law or where there is a public interest to do so. We will share information with the following providers:

- The Local Authority or the Authority in which the child lives – this is mainly for funding purposes, however it may be necessary to share this information if the child has been identified as having emerging needs or has a diagnosis of SEND. This may include information needed to carry out an EHCP
- The Regulatory Body (Ofsted) – this ensures we are compliant with the safety and welfare needs of the children
- Schools – sharing information will support the child's smooth transition. It highlights the child's current level of development, their identified needs, experiences and interests

All third party providers are required to ensure they have appropriate security measures in place to protect any shared data.

Retention periods for data

We will only retain data for as long as necessary and for the purposes it was collected. When retaining information we will consider the amount, nature and sensitivity of the information collected and follow the guidance from the Information Commissioners Office for the effective retention of records. When retention periods have lapsed we will destroy personal information in compliance with specific laws and regulations.

Rights of access

All information held for employees, children and families must be up to date and current. It is your responsibility to inform us of any changes to the information we hold.

By law, and under certain circumstances you have a right to:

- Request access to your personal information
- Request correction of personal information to ensure information is current and correct
- Request erasure of your personal information
- Object to processing information

- Request the restriction of processing your personal information
- Request that the information be transferred to another party

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

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting: The Management Team – Tel: 01302 311000 ex. 0 or email: info@loversallfarmdaynursery.co.uk

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored in line with Data Protection Regulations as is only accessible to members of the management team.

The following table indicates the types of information we hold on the premises, along with the retention periods.

Children's Records	Retention Period
<p>Records including: registers, medication forms, accident forms</p> <p>Note: Children's learning and development records will be maintained by the setting and either handed to parents or delivered to their next setting with consent from the parents when the child leaves nursery</p> <p>*If a concern is identified that legal action may be instigated, all relevant information will be retained until the child reaches the age of 25.</p>	<p>Records should be retained for a reasonable period of time after children have left the provision (eg. Three years) or until the next Ofsted inspection after the child has left the setting (whichever is soonest).</p> <p>Until child reaches the age of 21 – or until the child reaches the age of 25 for child protection records, SEND records and health care plans.</p> <p>Records in relation to safeguarding concerns will also need to be kept in accordance with the Doncaster Safeguarding Children's Partnership</p>
<p>Records of any reportable death, injury, disease or dangerous occurrence</p> <p>(RIDDOR 1995)</p>	<p>Three years from the date of the last entry (or, if the accident involves a child, then until the person reaches the age of 21).</p>

	The setting will also consider whether it is necessary to keep the records for a longer period in light of the circumstances
Safeguarding and welfare records (including written summary of information shared with schools) which resulted in a child protection referral or child in need referral being made to the local authority	Until the child reaches the age of 25 years, or for looked after children 75 years
Safeguarding and welfare records (including written summary of information transferred to school) which resulted in an EHA or other early help support services referrals.	Six years from time referral made, or looked after children 75 years
Personnel Records	Retention Period
Personnel files and training records (including disciplinary records and working time records).	Six years after employment ceases.
Application forms and interview notes for unsuccessful candidates	Six months to one year
DBS information	Once a recruitment decision has been made we do not keep disclosure information for any longer than necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. We will however maintain on employee files the reference number, the date of the check and who obtained it.
Pay	Retention period
Wages/Salary records	Six years
Statutory Maternity Pay (SMP) records	Three years after the end of the tax year in which the maternity period ends.
Statutory Sick Pay (SSP) records	Six years after employment ceases
Income Tax and National Insurance returns/records	At least three years after the end of the tax year to which they relate
Redundancy details, calculations of payments, refunds, notification to secretary of state	Six years from the date of redundancy
Parental leave records	18 years from the birth of the child

National Minimum Wage records	Three years after the end of the pay reference period following the one that the records cover
Pension scheme and member record	Six years (Except for records of opt-outs which must be kept for four years).
Health and Safety	Retention Period
Staff accident records (for organisations with over 10 employees)	Three years after the date of the last entry
Records of any reportable death, injury, disease or dangerous occurrence	Three years from the date of last entry
Accident/medical records as specified by COSHH 1999	40 years from the date of the last entry
Assessments under Health and Safety Regulations and records of consultations with safety representatives and committees	Permanently
Financial Records	Retention periods
Accounting records	Three years for private companies Six years for public limited companies Six years for charities
Administration records	Retention periods
Complaints records	At least three years from the date of the last record
Insurance policies	Permanently

Safe disposal of personal information

Once retention periods have ceased all paper records will be disposed of securely by the use of cross-cut shredders.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@loversallfarmdaynursery.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@loversallfarmdaynursery.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>