

## 7. Data Collection & Data Protection Policy & Procedure



### 7.1 Statement

At Wyke Community Children's Centre Nursery we believe that each child deserves the best start in life. By working closely with parents, families & carers we offer support with some of the life-changing journeys children take. We strive to make family life a positive and enjoyable experience by building strong relationships, helping children and families to explore their futures and contribute to improving their outcomes. Children are unique and we aim to help them to make the most of their individual talents as they grow and develop, by providing a secure, safe & happy environment. Our inclusive provision enables children to thrive, be respected, be independent, be confident, and enjoy many educational experiences. We are passionate about working with children & families and supporting them through an important part of their "journey of life"

### What information do we collect?

We collect this signed consent form which allows us to work with your child.

The information we collect includes: Name, Date of Birth, Address, Gender, Ethnicity, SEND Details, Other professional agencies involved with a child's care, Details of other providers the child attends. Personal information of the parent, such as: Name, Address, Date Of Birth, National Insurance number, HMRC 30 Hour Eligibility Code Children's Eligibility for early years pupil premium, Eligibility for disability access fund.

### Who keeps the information?

All information is stored securely for a period of 4 years following the end of the Nursery place or in line with statutory guidelines under the following circumstances: Child Protection orders, Looked After Child Orders, Child In Need Plans or Serious Case Reviews.

### How long does consent last?

Your consent allows us to work with your child for the period of their time within our Nursery and to keep all information for a period of four years after their place has ended. However, you reserve the right to change or withdraw consent at any time by notifying Wyke Community and Children's centre in writing. You can view the latest version of our Privacy Policy at [tinyurl.com/wykeccc](http://tinyurl.com/wykeccc). We may update this Policy from time to time to continue to comply with legal requirements.

### How is your information not shared?

The information that Wyke Community and Children's Centre will share may include, but is not limited to, your and your child's name, address, Date of Birth, Ethnicity, Religion, National Insurance Number and Disability where appropriate. It is important that Wyke

Community and Children's Centre have this information to access funding for children's Early Education Place. Your information will be sent securely to the Bradford Schools Online Portal. A small number of authorized members of Bradford Council will access this information. All information provided will be stored securely and in strict confidence.

### **Sensitive Information**

Special categories of particularly sensitive information require higher levels of protection. We need to have further justification for collecting, storing, and using this type of information. We may process special categories of information as follows:

- In limited circumstances, with your written consent.
- Where we need to carry out our legal obligations and in line with our data protection policy.
- Where it is needed in the public interest, such as for equal opportunities monitoring and in line with our data protection policy. We will use information about your race, nationality, ethnic origin, religious, philosophical or moral beliefs to ensure meaningful equal opportunities monitoring or reporting.
- Where it is needed for funding Early Education Places, National Insurance Numbers will be kept.
- Where it is necessary for your child to access provision suitable to their individual needs, medical reports, referrals, letters, information/reports from Children's Social Care or Early Help may be kept.
- Documentation to demonstrate eligibility for free nursery places, e.g. Benefit/tax credit information, proof of earnings.
- Disability Information.

Wyke Community And Children's Centre handles information in accordance with The Data Protection Act 1998, General data protection regulation 2018. Access to information is conducted on a strictly need to know basis, information is held securely and confidentially. Where information is shared this will be done in an appropriate, secure manner.

### **7.4 Roles and Responsibilities**

Joanne Hayhurst is the allocated Data Protection Officer and will ensure Wyke CCC enforce the following:

- To ensure there is a lawful reason for collecting personal data and to ensure this is done in a fair and transparent way.
- To ensure centre users are clear about why their data is being collected and what it will be used for.
- To ensure that data is used only for the reason it is initially obtained.
- To ensure that no more data is collected than necessary.

- To ensure all data is accurate and update forms are regularly sent out to update information.
- To ensure that data is kept as long as needed in line with relevant Legislation.
- To ensure that all data is protected and kept confidential.

All employees have a responsibility for ensuring that data collection and data protection aims are adhered to.