

Privacy Statement

Woodland Corner CIO collects personal information (data) about children and their parents/carers, as well as their staff and volunteers and other individuals who come into contact with Woodland Corner. This information is gathered to enable Woodland Corner to provide education services.

Policy Statement

This document outlines the types of personal information Woodland Corner collects, stores and shares on their children, staff and, where relevant, other individuals.

We collect and use information under the Early Years Foundation Stage Statutory Framework (2025), the Data Protection Act (2018) and the UK General Data Protection Regulation (UK GDPR) and are registered as a data controller with the Information Commissioners Office (ICO). Staff are expected to follow guidelines issued by the ICO, at <https://ico.org.uk/for-organisations/guidance-index/>

What is Personal Information?

Personal information or data is defined as data which relates to a living individual who can be identified, directly or indirectly, from that data. Personal information includes (but is not limited to) an individual's, name, address, date of birth, photograph, bank details and other information that identifies them.

What is Sensitive Personal Information?

There is stronger legal protection for more sensitive data, which includes an individual's race or ethnic background, their political opinions, religious beliefs or beliefs of a similar nature, trade union membership, health, sex life or orientation. There are also separate safeguards for personal data relating to criminal convictions and offences.

Data Collected in respect of Children and their Parents/Carers

We hold personal information about children to support teaching and learning, to provide pastoral care and to assess how Woodland Corner is performing. In addition Woodland Corner are required by law and as an OFSTED provider to hold certain information about children. As such the personal information Woodland Corner holds includes but is not restricted to:

- Child's full name and date of birth
- Child's address and contact details
- Parents addresses (if different) and contact details including a phone number and email address
- Parental responsibility
- Parents National Insurance numbers where required for funding requests
- Legal contact details
- Emergency contact details (at least 2 people not including parents)
- Allergies/dietary requirement information
- Any other special requirements/needs/medical history details
- Names of people who can collect the child if not parents/carers
- Doctors name, address and contact number

Along with the above information Woodland Corner also collects and holds information on each child's characteristics such as their language and ethnicity, attendance information (such as sessions attended, number of absences and absence reasons), medical information, assessment information and information regarding special educational needs. Where applicable we will obtain details of your child's social worker, child protection plans from social care, and health care plans from health professionals and other health

agencies.

We may collect this information in a variety of ways. For example, data will be collected from you directly in the admission form; from identity documents; from correspondence with you; or from health and other professionals.

Data Collected in respect of other individuals:

In addition to the data held in connection with its children and their parents/carers Woodland Corner may also hold the following information in relation to its staff, volunteers and those who work at Woodland Corner to assist in the running of Woodland Corner (including Committee members). Such personal information includes but is not limited to:

- Contact details (email, phone numbers, address)
- DBS numbers
- NI numbers
- Salary information
- Qualifications
- Absence data
- Personal characteristics such as ethnicity
- Medical information
- Outcomes of any disciplinary procedures.

How is your data used?

Collected data is used to:

- support a child's wellbeing, learning and development, including updating their learning journey and planning of their individual progression
- effectively manage any special education, health or medical needs of your child whilst at the setting
- carry out regular assessment of your child's progress and to identify any areas of concern
- maintain relevant contact about your child's wellbeing and development
- contact you in the case of an emergency
- process your claim for funded childcare and early education, if applicable
- enable us to respond to any questions you ask.
- keep you updated about information which forms part of your contract with us
- notify you of service changes or issues
- assess the quality of our care
- comply with the law regarding data sharing
- comply with the requirements of the Early Years Foundation Stage Statutory Framework (2025)
- send you our e-newsletter, if you have subscribed to it

We have a legal obligation to process safeguarding related data about your child should we have concerns about her/his welfare.

Who we share your data 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/or your child with the following categories of recipients:

- Ofsted, when there has been a complaint about the childcare and early education service or during an inspection
- The local authority if you claim up to 30 hours funded childcare and the governments eligibility checker as above, if applicable
- Our insurance underwriter, where applicable
- An email newsletter service, where you have given consent to receive our e-newsletter

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 pre-school/nursery/school that your child will be attending, when they transfer, if applicable

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.

How is your data managed and stored?

We securely store all paper records, in locked cabinets, with keys held by named individuals.

Woodland Corner management and administrative staff use PCs and laptops for administration purposes. All devices are password protected. Woodland Corner emails are sent and received on PCs, laptops and personal mobile phones of the Woodland Corner staff. Each mobile phone is also password protected.

Woodland Corner will, as part of updating and developing the learning journeys for each child, take photos of your children (with permission) using a tablet. Photos may be used to display around Woodland Corner or be used for promotional material and the Woodland Corner website/Promotional video, in each case with express parent/carer permission.

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 procedure a summary is below:

- You and your child's data, including registers are retained 3 years after your child no longer uses the setting, or until our next Ofsted, or childminder agency inspection after your child leaves our setting.
- Medication records and accident records are kept for longer according to legal requirements.
- Learning journeys are maintained by the setting 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.

Your rights with respect to your data

As a data subject, you have several rights. You can:

- request to access, amend or correct the personal data we hold about you and/or your child
- request that we delete or stop processing your and/or your child's personal data, for example where the data is no longer necessary for the purposes of processing or where you wish to withdraw consent
- request that we transfer your and your child's personal data to another person

If you wish to exercise any of these rights at any time please contact the manager at the setting by email, telephone or when you attend the setting.

How to ask questions about this notice

If you have any questions, comments, or concerns about any aspect of this notice or how we handle your data please contact the manager at the setting.

How to contact the Information Commissioner Office (ICO)

If you are concerned about the way your data is handled and remain 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:

Woodland Corner keeps this notice under regular review. Any changes to this notice will be posted on the Woodland Corner website, so that individuals are aware of how we use personal information at all times.

This policy was adopted at a meeting of Woodland Corner

Held on (date) 6th May 2026

Signed on behalf of the Management Committee

Role of signatory (e.g. chairperson etc.)

Review date

Jess Brown

Chairperson

May 2027