

# **Mr Bee's Family Centre Childcare Privacy Notice (How we use child information)**

Mr Bee's Family Centre (King's Lynn) is committed to processing data in accordance with its responsibilities under the GDPR (General Data Protection Regulations). The following information outlines how we process, use, store and where applicable, share information with the local authority and DfE.

## **The categories of child information that we process include:**

- personal identifiers and contacts (such as name, date of birth, unique child number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools)
- observation and assessment records
- transition records including new school information
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- outings permission slips and contact information
- intimate care, sleep and meal information

This list is not exhaustive, to access the current list of categories of information we process please in our data retention schedule which can be found on <http://www.mrbeesfscentre.co.uk/childcare-facilities>.

We collect and use child information, for the following purposes:

- a) to support child learning
- b) to track a child's progress and development
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections

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

- a) **Consent:** clear consent has been given to process personal data for a specific purpose.
- b) **Contract:** processing is necessary to meet childcare obligations and further outlined in our terms and conditions.
- c) **Legal obligation:** processing is necessary for compliance with the statutory requirements of the Early Years Foundation Stage governed by OFSTED.
- d) **Vital interests:** processing is necessary to protect someone's life.
- e) **Public task:** processing is necessary to perform a task in the public interest or for organisational official functions, and the task or function has a clear basis in law.
- f) **Legitimate interests:** processing is necessary legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

In addition, concerning any special category data:

- Certain categories of personal data need to be treated with even more care and this is referred to as sensitive data. Different lawful bases apply to sensitive data and processing of this data is outlined in our Safeguarding and Record Keeping policy.

## How we collect child information

We collect child information via registration form at commence of care for a child; observation and assessment; transition reports and learning journals passed to us by child's parent/care or electronically by secure file transfer from previous schools.

Child data is essential for the Centres' operational use. Whilst the majority of child information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain child information to us or if you have a choice in this.

## How we store child data

We hold child data securely for the set amount of time shown in our data retention record (see Record Keeping policy and Retention of Record Guidance). For more information on our data retention schedule and how we keep your data safe, please visit <http://www.mrbeefscentre.co.uk/childcare-facilities>.

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## **Who we share child information with**

We routinely share child information with:

- schools or another carer that the child attends after leaving us
- our local authority
- the Department for Education (DfE)

## **Why we regularly share child information**

We do not share information about our children with anyone without consent unless the law and our policies allow us to do so. More information on this can be found in our Safeguarding and Child Protection and Information Sharing policies – electronic copies can be found on <http://www.mrbeesfscentre.co.uk/childcare-facilities>.

## **Department for Education**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

Mr Bee's will request all eligible families complete a funding form each term for Norfolk County Council. Records are stored in line with our Record Keeping policy. Statistical information from these forms will be used by the organisation to complete census forms as requested by Norfolk County Council.

Mr Bee's has entered into a local agreement with Norfolk County Council which permits us to access funding for eligible funding providing certain criteria is being met. Further information around the organisation's responsibilities to meet criteria can be found in the guidance for Early Education and Childcare Statutory Guidance for Local Authorities.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

## **Requesting access to your personal data**

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Centre Lead at your Centre, the Senior Early Years Professional or the Operations Manager (Data Protection Officer)

You also have the right to:

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- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

## **Contact**

**If you would like to discuss anything in this privacy notice, please contact:**

**Karen Gibbons  
Senior Early Years Professional  
Mr Bee's Family Centre (King's Lynn)  
Columbia Way  
King's Lynn  
PE30 2LB**

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## How Government uses your data

The child data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Child Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## The National Child Database (NPD)

Much of the data about children in England goes on to be held in the National Child Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about children in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-child-database-user-guide-and-supporting-information>

## Sharing by the Department

The law allows the Department to share a child's personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

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For more information about the Department's NPD data sharing process, please visit:  
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 children per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided child information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:  
<https://www.gov.uk/government/publications/dfe-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>