



## **Privacy Notice**

To meet Data Protection requirements and under the new GDPR May 2018 requirements, Larkfield daycare have issued our new Privacy Notice. Larkfield daycare requires parents / guardians to complete the registration form for their child to attend the Nursery. Your personal data and your child's personal data will be kept for 1 year within the Nursery premises after your child leaves. No data will be kept on line for any amount of time once your child leaves Nursery, the only data that the Nursery has online is your child's registration form via email. Please see Larkfield daycare Data Protection Policy and Information Sharing Policy. Larkfield daycare requires data about your child to ensure appropriate and relevant learning opportunities are provided to your child according to age and development. We require this information to ensure your child has the best opportunities for further development / pre-school funding / outside agencies. We require parent information so we have contact details for you in case the Nursery needs to contact you due to your child's ill health, accidents or any other circumstances. We also require parents data to share with College if the parent attends College and College will be funding childcare and the Early Learning Team if your child will be receiving funding. If we have no data to process your child's registration then your child can not attend nursery.

## **Privacy Notice for Staff**

To meet Data Protection requirements and under the new GDPR May 2018 requirements, Larkfield daycare has issued our new Privacy Notice for staff. Larkfield daycare will require personnel data from individual staff to ensure we adhere to our "Recruitment and Induction Policy". All information will be kept within the nursery and will be disposed off 1 year after the member of staff terminates their employment. Staff application forms and references will be the only data that will be kept on line. These will be deleted once the staff member terminates employment. Data used for staff salaries and pensions will be shared with the accountant and Workplace Pensions. All data relating to individual salaries and pensions will be deleted after the termination of the staff member. Staff data may be shared with the Care Inspectorate under circumstances which Nursery feel are appropriate to disclose.