**Privacy Notice Policy**

Children’s information that we collect, hold and share include:

• Personal information such as name and address and date of birth

• Characteristics such as ethnicity, language, nationality, country of birth

• Attendance information such as sessions attended and number of absences

• Other – Assessment information, relevant medical information and SEND

Why we collect and use information and we use the children’s data:

• To support children learning

• To monitor and report pupil progress

• To provide appropriate pastoral care

• To assess the quality of our services

• To comply with the law regarding data sharing

• To ensure the safety and well being of the children

• To enable emergency contact should this be necessary

Who we routinely share children’s information with:

• Schools and other settings

• Our Local Authority

• Department of Education and Ofsted.

This policy was adopted by Kingfisher Kindergarten Ltd

On 22nd January 2019

Date to be reviewed Annually

Signed on behalf of the provider La-Ryne Baker

Role of signatory Owner