



PRIVACY NOTICE FOR PUPILS IN EARLY YEARS SETTINGS

Privacy Notice – General Data Protection Regulation (GDPR)

We, Ide Hill Pre-School, are the Data Controller for the purposes of the General Data Protection Regulation (GDPR) May 2017. We collect information from you and may receive information about you from your previous setting. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care; and
- assess how well your setting is doing.

This information includes your contact details, attendance information, characteristics, such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the setting without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority (“LA”), and the Department for Children, Schools and Families (“DCSF”).

If you want to see a copy of the information we hold and share about you, then please contact Liz Money.

If you require more information about how the LA and/or DCSF store and use this data, please go to the following websites:-

- <http://www.kent.gov.uk/your-council/contact-us/access-to-information/data-protection.aspx>; and
- <http://www.teachernet.gov.uk/doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc>

If you are unable to access these websites, please contact the LA or the DCSF as follows:-

- Access to Information Co-ordinator
Sessions House
County Road
Maidstone, Kent
ME14 1XQ
- Public Communications Unit
Department for Children, Schools and Families
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.dcsf.gov.uk
E-mail: info@dcsf.gsi.gov.uk
Telephone: 0870 000 2288



RECORD KEEPING – PRIVACY NOTICE (SEE OVERLEAF)

We keep two kinds of records on children attending our setting:

Developmental records

- These include observations of children in the setting, photographs and samples of their work and summary developmental reports.

Personal records

- These include registration and admission forms, signed consent forms and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
- These confidential records are stored in a lockable file or cabinet and are kept secure by the person in charge in an office or other suitably safe place.
- Parents have access, in accordance with our Client Access to Records policy, to the files and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

Other records

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on Pre-school Learning Alliance or other recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and are required to respect it.
- We keep a daily record of the names of the children we are caring for, their hours of attendance and the names of their key person.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students are advised of our Confidentiality and Information Sharing Policy and are required to respect it.

Provider records

- All records are the responsibility of the officers of the management committee who ensure they are kept securely.
- All records are kept in an orderly way in files and filing is kept up to date.
- Financial records are kept up to date for audit purposes.
- Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance, etc.
- Our Ofsted registration certificate is displayed.
- Our Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially.



Retention Period of Records

We will adhere to the following legal requirements on retention periods for records and as per the advice given by the Pre-School Learning Alliance. In addition, we will endeavour to follow the recommended guidelines where possible and practical:

Children's Records	Retention Period	Status	Authority
Children's records - including registers, registration forms, medication records and accident record books pertaining to the children	Records should be retained for a reasonable period of time (for example 3 years after children have left the provision)	Requirement	Early Years Foundation Stage Welfare Requirements (given legal force by Childcare Act 2006)
	Until the child reaches the age of 21 - or until the child reaches the age of 24 for child protection records	<i>Recommendation</i>	Limitation Act 1980/The Statute of Limitations (Amendment) Act 1991 Normal limitation rules (which mean that an individual can claim for negligently caused personal injury up to 3 years after, or deliberately caused personal injury up to 6 years after the event) are postponed until a child reaches 18 years old.
Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date on which it happened	Requirement	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163)



Employment Records	Retention Period	Status	Authority
Personnel Records			
Personnel files and training records (including disciplinary records and working time records)	6 years after employment ceases	<i>Recommendation</i>	Chartered Institute of Personnel and Development
Application forms and interview notes (for unsuccessful candidates)	6 months to 1 year	<i>Recommendation</i>	Chartered Institute of Personnel and Development
Enhanced DBS Certificate information	Six months	<i>Recommendation</i>	Disclosure and Barring Services The following basic information may be retained after six months and the Disclosures should be securely destroyed in line with the DBS Code of Practice: <ul style="list-style-type: none"> • the date of issue of a Disclosure • the name of the subject • the type of Disclosure requested • the position for which the Disclosure was requested • the unique reference number of the Disclosure • who obtained the Disclosure • the details of the recruitment decision taken
Pay Records			
Wage/salary records (including overtime, bonuses and expenses)	6 years	Requirement	Taxes Management Act 1970
Statutory Maternity Pay (SMP) records	3 years after the end of the tax year in which the maternity period ends	Requirement	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960)
Statutory Sick Pay (SSP) records	3 years after the end of the tax year to which they relate	Requirement	The Statutory Sick Pay (General) Regulations 1982 (SI 1982/894)



RECORD KEEPING POLICY (continued)

Income Tax and National Insurance returns/records	At least 3 years after the end of the tax year to which they relate	Requirement	The Income Tax (Employments) Regulations 1993 (SI 1993/744)
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years from the date of redundancy	<i>Recommendation</i>	Chartered Institute of Personnel and Development

Health & Safety Records	Retention Period	Status	Authority
Staff accident records (for organisations with 10 or more employees)	3 years after the date of the last entry (there are separate rules for the recording of accidents involving hazardous substances)	Requirement	Social Security (Claims and Payments) Regulations 1979 (SI 1979/628)
Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date on which it happened	Requirement	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163)
Accident/medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)1999	40 years from the date of the last entry	Requirement	The Control of Substances Hazardous to Health Regulations 1999 (COSHH) (SI 1999/437)
Assessments under Health and Safety Regulations and records of consultations with safety representatives and committees	Permanently	<i>Recommendation</i>	Chartered Institute of Personnel and Development

Financial Records	Retention Period	Status	Authority
Accounting records	3 years from the date on which they are made for private companies, 6 years for public limited companies 6 years for charities	Requirement	Section 386 of the Companies Act 2006 Charities Act 1993 and 2006



RECORD KEEPING POLICY (continued)

Administration Records	Retention Period	Status	Authority
Complaints Record Book	At least 3 years from the date of the last record	Requirement	Early Years Foundation Stage Welfare Requirements (given legal force by Childcare Act 2006)
Insurance Liability Documents	40 years from date of issue	Requirement	The Employers' Liability (Compulsory Insurance) Regulations 1998
Minutes/minute books	Permanently	<i>Recommendation</i>	Chartered Institute of Personnel and Development

This policy was adopted at a meeting of the pre-school held on June 2020 Reviewed September 2025

Signed on behalf of the pre-school

Date29/09/25.....

This policy will be reviewed in February 2026