Small Explorers
Bright Adventures

At Small Explorers Pre-school, we hold data on behalf of your child and family. With the new General Data Protection Regulations (GDPR) which came into effect the 25th May 2018, we have a direct duty to collect and use personal data relating to the children and the families in our care, we also may receive information regarding children from previous nurseries, local authorities and direct from the parent/career.

At Small Explorers, the Data protection officer is Sam Blakeman, this role consists of overseeing and monitoring the role of the pre-school's data protection procedures and to ensure that the pre-school is compliant with the GDPR.

Why we collect children's information:

- ✔ To supports children learning
- ✔ Monitor and document progress
- ✔ Assess the quality of the service we provide
- ✔ To comply with the law regarding data sharing

The types of information that we collect, process, hold and share include:

- ✔ Personal information (contact details, including name, address, telephone numbers)
- ✔ Characteristics such as gender and ethnicity
- ✔ Attendance information, such as sessions attended, number of absence and reason for absence
- ✔ Personal characteristics, such as ethnicity, language, nationality and country of birth
- ✔ Observations, EYFS tracking and development and needs analysis

We collect and use the information to:

- ✔ Support and monitor the children in our care
- ✔ Assess the quality of our service
- ✔ Evaluate and improve on the children's care and development

The lawful basis to which the information is used:

We will not give any information about you or your child without consent form you, unless the law and our policies allow us to. We collect and use the personal and General Information that you give us in order to meet legal requirements and legitimate interest set out in the GDPR and UK Law at Protection Regulation Privacy Notice For Children and their Families.

Collecting Pupil Data:

Whilst the majority of children's information that you provide us is mandatory, some of it is provided on a voluntary basis. In order to comply with the GDPR, we will inform you weather you are required to provide certain children's information to us

or if you have a choice in this. Where consent maybe required, we will provide you with the information and with the reasons why this information will be required.

Storing Pupil Data:
Personal data relating to the children at Small Explorers pre-school and their families is stored in line with the pre-school's GDPR protection policy. We will only be storing the data that we ask for, for the purpose of the task.

Requesting Access to your personal data.
Under the data protection legislation, parents and pupils have the right to request access to information about them that we hold. If you request to see your information, or to be given access to your child's EYFS file, then please contact Sam Blakeman.

What are your rights?

- ✔ At any time, you have the right to obtain your child's personal file
- ✔ Prevent processing for the purpose of direct marketing
- ✔ To withdraw your consent at any time

If you have any concerns about the way we collect and use data, then please speak with the Data Protection Officer Sam Blakeman. **smallexplorers@outlook.com**

Alternatively, you can contact the Information commissioners **https://ico.org.uk/cocerns/** **Ref: ZB187717 Small Explorers LTD**

This policy was adopted by	Small Explorers Pre-school
On	14/04/2025
Date to be reviewed	14/04/2026