



Privacy Policy

First Steps Childcare undertakes to obtain and process data safely and fairly and hold information about your child for specific purposes allowed by law. As an Early Years Provider we will hold information for the following:

- Information that will enable us to support your child's development, to monitor their progress, to provide appropriate care and education, and to assess the quality of the services that the setting provides.
- Basic identifying information for each child (name, address, gender, date of birth), name and contact details for a child's parent or carer, bank account details for bill payers purposes, primary medical practitioner (GP Practice), other medical services as appropriate, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical & dietary information.

We will endeavour to ensure that the data held will be as accurate and up to date as reasonably possible. The data we hold will be adequate, relevant and not excessive in relation to the purpose for which it is being held. Data held about individuals is kept securely and for no longer than necessary for the purposes registered, in accordance with Data Protection guidelines. We are required by law to hold data for the relevant retention periods and once this has expired, all personally identifiable information will be erased or destroyed appropriately.

First Steps Childcare will only disclose data about individuals with their consent. However, there are some exceptions where we may be required to disclose data without explicit consent. They are:

- Children's data to authorised recipients in respect of children's health, safety and welfare.
- Children's data to authorised recipients in relation to the child's education and administration necessary for First Steps Childcare to perform its statutory duties and obligations.

Access to the data held will be strictly limited to, and will be released to practitioners only if they need to know the information in order to undertake their role. All practitioners and administration support staff will have relevant training, and have undergone rigorous checks and appropriate security clearance.

Children, as data subjects, have certain rights under the Data Protection Act 2018, which includes the right of access to personal data held on them, with parents exercising the right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact:

Chichester College, Westgate Fields, Chichester, PO19 1SB.