

Greensand Multi Academy Trust

Early Years Privacy Notice (Parent-Friendly Version)

Introduction

This notice explains how Greensand Multi Academy Trust (MAT) uses information about children in our Early Years settings, including nursery and preschool provision.

It is a simplified, parent-friendly summary of our full Privacy Notice, which is available on your school's website.

What information we collect

- Child's name, date of birth, address and contact details.
- Parent/carer contact details and emergency contacts.
- Medical needs, allergies, dietary requirements and health information.
- Learning and development information, including EYFS assessments and observations.
- Safeguarding information if relevant (e.g., involvement with Early Help).
- Attendance records.
- Special Educational Needs or disabilities information.
- Accident and incident records (as required under EYFS).

Why we collect this information

- To support your child's learning and development in line with the Early Years Foundation Stage (EYFS).
- To keep your child safe and respond to health needs.
- To monitor progress and share updates with you.
- To meet legal duties such as Early Years census, safeguarding and funding claims.
- To provide high-quality care and early education.

Our legal reasons for using this information

- Public task – Delivering education and childcare under the EYFS.
- Legal obligation – Safeguarding, Early Years census, funded childcare checks.
- Vital interests – Protecting your child in an emergency.
- Consent – Only for optional activities such as photographs or trips (you can withdraw consent at any time).

How we collect information

- Registration and funding forms.
- Updates you give us during the year.
- Observations and assessments carried out by Early Years staff.
- Accident/incident forms.

How we store information

- Securely on our MAT systems (e.g., Arbor).
- Paper files stored safely in locked cabinets.
- Safeguarding information stored securely on CPOMS.
- We follow the MAT Retention and Destruction Policy for how long we keep records.

Who we share information with

- Local Authority for Early Years funding, safeguarding and statutory returns.
- Health professionals such as health visitors, school nurses and speech & language services.
- Other schools when your child transitions to a new setting.
- Systems we use for Early Years and school operations, including Arbor MIS, CPOMS and communication systems.
- All organisations are required to keep information safe and comply with data protection law.

Your rights

- You can ask to see the information we hold about your child.
- You can ask us to correct anything incorrect.
- You can request deletion of information in some cases (though some records must be kept by law).

- You can ask us to limit or stop using certain information.
- You can raise a concern with the Information Commissioner's Office (ICO).

Who to contact

- Your setting's Data Protection Champion – details available from the Nursery office.
- MAT Data Protection Officer: Wendy Hill: w.hill@greensandacademytrust.co.uk.

More information

- This is a simplified summary. The full MAT Privacy Notice is available on your school's website or by request.