

Office Use:	Child's Name:
Date form received in office:	Date offer letter sent:
Date offer accepted:	Start date:



Harbertonford Nursery Information Pack and Application Form



Welcome to our Nursery

We are Little Owls and are part of Harbertonford Primary school. We are a thriving Church School, built in 1963 and is part of the Totnes Hub of Village Schools, within the Link Academy Trust. We are situated just outside the town of Totnes, in the wonderful South Hams which has been designated an Area of Outstanding Natural Beauty.

Harbertonford has a good reputation and our school achieves high academic standards through the provision of an exciting curriculum that makes the most of our beautiful grounds. Our school is a vibrant and exciting place, yet our small size enables us to know all of our children to understand their needs, talents, interests and motivation. We aim to help them discover their potential and enable them to fulfil it, whilst valuing their individuality and developing the whole child. The nursery is based in the main building and is linked to Owls (Reception Class) and we have a very close working relationship with the reception class.

Our family ethos underpins everything we do and our team of dedicated Staff, Parents and Governors, work exceptionally hard to support and nurture every child in our care; preparing them for the future and inspiring a love of learning on the way.

We are delighted that you have decided to apply for a place in our busy and vibrant nursery. We hope the following information will help you and your child settle quickly and happily into nursery life. We look forward to getting to know you and your child.

How to apply.

To apply for a place please complete and return all forms to the school office along with your child's birth certificate as we are required to certify your child's date of birth.

We look forward to getting to know you and your child.



Session Times

Harbertonford Nursery offers ten sessions over five days a week, Monday - Friday (Term time only)

Morning sessions are 9.05-12.05

Afternoon sessions (including lunchtime) are 12.05-3.05.

We encourage a minimum booking commitment for children aged 2 to 5 years of at least two afternoon or morning sessions. This ensures continuity for your child and supports their wellbeing. A week is a long time in a young child's understanding. . If they see us only once a week, it may take the child time to settle in to a session, then a week later they have to do it all again. However, when they do 2 sessions they get to know us and the routine, cover different activities and feel confident in their surroundings quicker.

Bookings must be for the same session(s) each week. We will endeavour to be flexible around shift/sporadic work patterns and if extra sessions need to be booked please phone or e-mail with your request.

One-off temporary swaps/changes may be considered depending on availability.

Additional days can be accepted as a chargeable extra and subject to availability.

Staff

Mrs Anne Burns- Academy Head and Safeguarding Lead

Mrs Harris- Nursery lead

Miss Jones - Nursery practitioner

Mrs Taylor and Mrs Morrison - Sessional staff members

Key Person

In line with guidelines in the EYFS, we have a keyworker system. This system allocates a specific member of staff to each child and their family. Your key person will spend time getting to know your child and will be responsible for keeping your child's records and assessments during their time at nursery.

Tapestry

We use an educational software called "Tapestry" for every child. This is an online learning journey which you can sign up to once your child has started with us. This enables you to view your child's observations and photographs of activities and events during the sessions.



Dropping off and collection

Please note that **ALL** children should be dropped off and collected by an authorised person. It is important that any changes to collection arrangements are confirmed directly to the nursery team in the morning or the school office is called to confirm the authorised adult.

Arrival- when arriving at nursery you and your child will be invited into the nursery room at 9.05. This gives you time to settle your child at an activity, sort lunch arrangement and to pass on information to support your child's session to staff. We really would appreciate arriving at 9.05, so that the children can start their session together. Late arrivals can disrupt the Adult Input time at the start of the morning.

The morning entrance is on the balcony accessed by the school playground.

Collection- When collecting your child please try and arrive a few minutes before the session ends to ensure that your child is collected on time. Children left waiting can get upset or worried when other children have been collected.

The session ends at 3.05, please collect from the Nursery outside area. The staff will send children out to you one at a time to ensure safe pick up procedures.

Snacks-The children are given a fruit snack every morning and water and milk are available throughout the day. We often provide special snacks to support topic, and skills that we would like to support. Please ensure that any allergies or intolerances are listed on your child's registration form.



School Dinners

The school is lucky to have all school lunches cooked freshly on site. These can be ordered first thing when dropping off your child. Alternatively, children can bring a packed lunch from home.

The cost of a school lunch is £2.50 payable via our online payment system, ParentPay.

Free School Meals for Nursery Children.

Parents and guardians are encouraged to apply for free school meals when they enrol their child in Pre-school, as this can help their child's pre-school to attract additional '[pupil premium](#)' funding to support learning.

Children whose parents are in receipt of the following are entitled to free school meals:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit.

Children who receive any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.

How to apply

We would encourage all families to register and apply to check eligibility by completing the enclosed form.

Accidents, Illness and medicines

Please inform staff of any medication your child needs to take during the sessions. You will be asked to sign a "Medicine" record for the administration and only prescribed medicines can be administered. All nursery staff are First Aid trained and if your child sadly has a bump or fall and record will be made and you will receive a copy. Staff will hand this to you at the end of the session so that the incident can be discussed. If staff feel that the accident is more serious you will be called.



All weather play

A huge part of our provision is based outside and children have free access to our outdoor play area. Please ensure that your child is suitably dressed for the weather and for active play. We do ask for a set of wellies, a coat and a set of spare clothes to be kept in nursery.

Please do not send your child to nursery in their new or special clothes. We do provide aprons for messy play, however we love messy play in Little Owls and so the children (and staff) can get very colourful during a session.

Keeping you informed

As well as the online Tapestry we hold 2 parent afternoons throughout the year to have a chance to feedback to parents and to set the children's next steps with their families. We complete a 2 year check for younger children who start at preschool, one written assessment and a Transition to school document. We are happy to catch up with families at the start and end of each session.

We add a piece to the school newsletter to let families know what we have been doing in Nursery that week and we have a section on the school website.

Fees and payment procedures.

- Nursery fees are charged in advance and on a termly basis.
- An invoice will be sent out at the start of the term and it can be paid online via epay, by cash, cheque (payable to Link Academy Trust) or you can pay using childcare voucher schemes through your workplace.

Costs (from 1st September 2021)

- 2 year old children = £12.75 per session (we can take children the term after their second birthday)
- 3 & 4 years old children = £12.75 per session.

Help with Costs

- All 3 to 4-year-olds in England can get 570 hours of free early education or childcare per year. It's usually taken as 15 hours a week for 38 weeks of the year.
- Some 2-year-olds are also eligible. Please see the Devon County Council website for eligibility criteria and an application form.
- 30 hours extended entitlement. Some children are also eligible for 30 hours funding. To see if you are entitled and to apply for 30 hours please visit www.gov.uk/30-hours-free-childcare. As part of the eligibility check you will be asked if you would like to register for Tax Free Childcare. If you do register, your Tax Credits may be stopped and it can take several weeks to reapply for Tax Credits.
- It is important that you get your code to us as soon as possible so it can be verified.
- If you have problems accessing the system or completing your check please call the HMRC Helpdesk on 0300 1234 097 (your provider and Devon County Council cannot assist with these applications).
- Parents / carers claiming the Early Years Free Entitlement from the Nursery should ensure that they are not claiming more than the statutory allowance.

Refunds

We are unable to refund fees for sessions not taken due to illness, absence, holidays or where the Nursery is forced to close due to circumstances beyond our control.

Cancelling a child's place

If a child's place is no longer required at the Nursery, (apart from at normal expected entry into primary/secondary school) then we ask that a minimum of four weeks' notice is given otherwise regular booked sessions will need to be paid for. This includes funded sessions. If you move to another provider without giving 4 weeks' notice, you will forfeit 4 weeks of entitlement funding and you will need to pay for your child to attend another provider as Harbertonford Nursery will claim the 4 weeks funding in lieu of 4 weeks' notice.

Contact-

You can contact us at the School Office on 01803 732352

Or email us on : adminharbertonford@thelink.academy

Application for a place at Harbertonford Nursery

To apply for a place please complete all of the following forms.

- Return all forms to the school office along with your child's birth certificate as we are required to certify your child's date of birth
- Please ensure that you include at least 3 contact details for responsible adults in case of emergency.

I wish to apply for a place in Harbertonford Nursery.

Child's Name:	
Date of birth:	
Address: (inc postcode)	

Please indicate preferred sessions.

Mon		Tues		Weds		Thurs		Fri	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

PLEASE INDICATE YOUR PREFERRED START DATE.....

Lunchtime is included in the afternoon sessions, please provide a packed lunch or book and pay for school dinners on the day required. (School dinners must be paid for at the start of the session, thank you).

Additional Information

Is there anyone who has restricted access to your child? If yes please give details.

Is there anything further that you would like to share, confidentially with us? If yes, please just write yes, and we can talk to you further at a mutually convenient time.

Please complete one of the following statements

1 If your child is claiming a maximum of 15 hours per week, over a minimum of 3 days.

I confirm that my child will access Hours per week over days. I confirm that my child does not access a free place with another Devon provider or with a provider in another local authority.

2 If your child is claiming the free entitlement with more than one provider. The total claim must not exceed 15 hours per week.

I confirm that my child will access Hours per week with Harbertonford nursery and he/she is also accessinghours per week with

Name of other provider	
Address of other provider	
Postcode	

I give permission for Harbertonford nursery to share my child's Individual Learning Plan with the above setting. I understand the settings my child attends may share information to support my child's learning and development.

I understand that if I have given any false information on this form, I may be asked to reimburse the provider. I understand that checks on the system will be made and that I am required to give my provider a copy of my child's birth certificate as proof of his/her date of birth.

I agree to all terms and conditions outlined in this document.

Signed:	
Print Name:	
Date	

Privacy Notice – How we use pupil information

Why do we collect and use pupil information

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR) 2018.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to support you to decide what to do after you leave school

Categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National curriculum assessment results
- Special educational needs information
- Relevant medical information

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil information

The Link Academy Trust keep information about your child(ren) on computer systems and also sometimes on paper.

We hold their education records securely until you change school. Your records will then be transferred to your new school, where they will be retained until you reach the age of 25, after which they are safely destroyed.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

Who do we share pupil information with?

We routinely share pupil information with:

- schools or colleges that the pupils attend after leaving us
- our local authority (Devon County Council) and their commissioned providers of local authority services
- the Department for Education (DfE)
- our schools within the Trust

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the relevant school office or Head of School. The school will, on an annual basis, share individual Data Collection Sheets with you in order to ensure that our records are accurate and up to date.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

Privacy Notice Declaration (Please read, sign and return)

I, Parent of Child(ren) _____, declare that I understand:

- The Link Academy Trust has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- The Link Academy Trust may share my data with the DfE, and subsequently the LA.
- The Link Academy Trust will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The Link Academy Trust will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.
- I am content for the Trust or School to continue contacting me via all forms of current communication including email, telephone and text messages.

Signature of Parent: _____

General Permission Letter – please complete.

SHORT TRIPS AND WALKS

Occasionally we may take the children out for a walk locally in, or around, Harbertonford village for example, to visit the church or to go for a walk around the lanes.

To avoid the need for parental consent for each of these trips we are asking for parents to give a blanket consent for children to be taken out of school on trips during this academic year.

☐ I agree to my child(ren) taking part in trips and activities outside school

FOOD ALLERGIES/DIETARY NEEDS

During food activities carried out in school, pupils may need to taste food as part of the school curriculum. Could you let us know if your child has any special dietary needs/allergies which could prevent them from tasting certain foods.

MEDICINES & FIRST AID

If your child needs to be given medicine during the school day, please be aware that you will need to complete a consent form prior to this. Forms are available in the school office or can be downloaded from the website (parents/frequently requested forms) and must be completed before staff can give any medicine to your child.

Any medicines or inhalers that are sent into school must be in a clearly labelled bag/container. We will inform you if medicines become out of date.

If your child requires first aid at school or during a school trip, please advise us of any relevant allergies e.g. plasters.

Please provide details below if your child has any medical conditions/allergies etc.

PERMISSION FORM FOR THE PROVISION OF INTIMATE CARE

If a child wets or soils themselves while they are at school, it is important that measures are taken to have them changed and, if necessary, cleaned as quickly as possible.

Our Early Years staff are experienced and trained at carrying out this task if you wish them to do so or, if you prefer, the school can contact you or your emergency contact who will be asked to attend without delay.

Harbertonford Primary School has an Intimate Care Policy which is available to view on our website or you can obtain a copy from the school office.

☐ I give consent for my child to be changed and cleaned by staff if they wet/soil themselves while in the care of the school

☐ I DO NOT give consent for my child to be changed and cleaned by staff if they wet/soil themselves while in the care of the school. I understand that the school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I also understand that, in the event that I (or the emergency contact) cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact in order to support the child as part of the basic duty of care.

PHOTOGRAPHS AND VIDEOS - USE IN SCHOOL

During the school year we photograph the children taking part in a wide range of activities. We may also record events and activities on video. These photographs/videos may be used in the school in a variety of ways, for example, on school display boards. It may also be appropriate to name individual children, using their first name and possibly the first letter of their surname, in our school displays. Photographs and videos may continue to be used after your child leaves Harbertonford Primary school.

☐ I give permission for my child(ren) to be photographed/videoed as per the above conditions and for their photo/video to be used IN SCHOOL (e.g. school displays, etc)

☐ I DO NOT give permission for my child(ren) to be photographed/videoed as per the above conditions and for their photo/video to be used IN SCHOOL (e.g. school displays, etc)

PHOTOGRAPHS AND VIDEOS - USE OUTSIDE OF SCHOOL

During the school year we photograph the children taking part in a wide range of activities. We may also record events and activities on video. These photographs/videos may be used in a variety of ways outside of the school, for example, on the school's website, Facebook page or, very occasionally, in the local press.

The protection of our children is of paramount importance. Regularly there are reasons to celebrate children's achievements in the local media and, in this instance, we would use their first name only.

Photographs and videos may continue to be used after your child leaves Harbertonford Primary school.

☐ I give permission for my child(ren) to be photographed/videoed as per the above conditions and for their photo/video to be used OUTSIDE OF THE SCHOOL (e.g. school newsletter, website, social media etc) DO NOT give permission for my child(ren) to be photographed/videoed as per the above conditions and for their photo/video to be used OUTSIDE OF THE SCHOOL (e.g. school newsletter, website, social media etc)

ANNUAL CLASS PHOTOGRAPH.

Every year the Harbertonford Primary School invites tempest photography in to take group photos of each class. These photographs are then available to be purchased by ALL families. We do not and cannot control who purchases the photos and how they are used once purchased. We cannot set up a separate photo to include your child which will only be solely available to purchase by you.

☐

I give permission for my child(ren) to be included in the annual class photograph. I understand that the photographs are freely available to purchase by other families of the school

☐

I DO NOT give permission for my child(ren) to be included the class photograph. I understand that my child will not be in any of the class photos that we decide to buy.

The school do not ask for photo permissions annually. If, in future, you wish to make any changes to your photo permissions please send this in writing to the school office.

Please be aware - during the year we have various performances by the children and many parents/carers like to capture these performances. We always remind parents/carers about acceptable use; however, any photos or recordings taken at such events will not be in the control of the school. Please let us know at the time if this is a significant issue.

SCHOOL NEWSLETTER

Every Friday the school sends, via email, the weekly school newsletter. This is the best and easiest way for the school to share information with families.

☐

I GIVE permission to the school emailing the weekly newsletter to registered email addresses

☐

I DO NOT give permission to the school emailing the weekly newsletter to registered email addresses

Signature of parent/carer:

Name:

Date:



Parent Declaration Form



Please be aware - during the year we have various performances by the children and many parents/carers like to capture these performances. We always remind parents/carers about acceptable use; however, any photos or recordings taken at such events will not be in the control of the school. Please let us know at the time if this is a significant issue.

Provider Name:

Harbertonford C of E Primary School

Child's Details (to be completed by the parent/carer)

	First Name	Middle Name(s)	Last Name
Legal Name:			
Chosen Name:			
Date of Birth:	___/___/___	Gender:	Male / Female
Address:			
Postcode:			

Documentary proof of DoB Type (e.g. Birth certificate, Passport):		Document recorded by (name of staff member):	
Date document recorded:			

Two Year Old Funded Places

Golden Ticket Number or	MM --- --- --- / --- --- --- --- or	Eligible from:	
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	ZZ --- --- --- / --- --- --- ---		
Citizens Portal	TYF 878 - _____ - _____ _____		

https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/Account/Register

Details for children claiming the Extended Entitlement

Parent/carer National Insurance Number/ NASS: (9 characters)	_____
30 hours eligibility code: (11 digits)	5 0 0 0 _____

Setting and attendance details

- Parents need to agree and complete this Declaration Form (or something similar that the preschool, nursery or childminder has produced) with each provider your child attends for their early years entitlement. This will help ensure that funding is paid fairly between them.
- Your child can attend a maximum of two sites in a single day and if your child attends more than one provider Devon County Council will fund all providers based on the hours your child is booked into those provisions.

My child is attending the following providers:

Providers Name	Please enter the total funded hours attended each day							Total number of hours per week	Number of weeks per year (e.g. 38, 45, 51)
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun		
Funded hours									
Total daily Funded Hours Attended									

Providers Name	Please enter the total funded hours attended each day							Total number of hours	Number of weeks
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	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	per week	per year (e.g. 38, 45, 51)
Funded hours									
Total daily Funded Hours Attended									

Early Years Pupil Premium (EYPP) Registration Form

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to providers for 3 and 4 year old children of families in receipt of certain benefits. This funding will be used to enhance the quality of your child's early years experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child's progress and development. For more information please speak to your childcare provider.

If you believe that your child may qualify for the EYPP please provide the following information about the **main benefit holder** to enable Devon County Council to confirm eligibility.

Parent/carer First Name:	
Parent/carer Last Name:	
Parent/carer Date of Birth:	
Parent/carer National Insurance Number/ NASS: (9 characters)	_____
Parent/carer Signature:	

Declaration I

(name).....

of (address).....

confirm that the information I have provided above is accurate and true. I

understand and agree to the conditions set out in this document and I

authorise (name of provider/s).....

to claim entitlement funding as agreed above on behalf of my child.

I also agree that the information I have provided can be shared with Devon County Council (DCC) and the Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim the Early Years Pupil Premium (EYPP) on behalf of my child. DCC may also share that information with neighbouring authorities if necessary for a claim to be processed.

Parent/carer/guardian with legal responsibility		Childcare provider	
Signed		Signed	
Print name		Print name	
Date		Date	

Data Privacy

The Data protection Act 1998 puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities and schools. This includes:

- The right to know the types of data being held
- Why it is being held, and
- To whom it may be communicated.

A 'privacy notice' is a good way to be able to meet data subjects rights and therefore DfE recommend they are used to explain to parents, pupils and staff how their data is being used. The department has drafted template [privacy notices](#) that settings, schools and local authorities may like to use, however, they should be reviewed, amending as necessary to reflect business need and ideally include [this link](#) to the gov.uk webpage on how the department collects and shares data.

It is recommended that the privacy notice be included as part of an induction pack for staff and be put on the settings website for parents, as well as potentially featured on the staff notice board/intranet. They do not need to be issued on an annual basis as long as new pupils and staff are made aware of the notices and they are readily available electronically or in paper format.

Please note that information about whether a child is in receipt of Disability Living Allowance is sensitive personal data which should be handled appropriately. Providers are asked to pay particular note to advice from the ICO on holding personal data including sensitive personal data available at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/>