



Fazeley

Pre-School **PRIVACY NOTICE**

Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

We record, process and keep personal data about you and your child in accordance with article 6 of the General Data Protection Regulation (GDPR, May 2018)

What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

- your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs, emergency phone numbers, safeguarding and child protection records and any records required to support your child such as shared information from other agencies and professionals.

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- your name, home and work address, phone numbers, email addresses, emergency contact details, and family details

This information will be collected from you directly in the registration form.

If you apply for up to 30 hours free childcare, we will also collect:

- your national insurance number or unique taxpayer reference (UTR), if you're self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

Why we collect this information and the legal basis for handling your data

We use personal data about you and your child to provide childcare services and fulfil the contractual arrangement you have entered. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing. We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see *Transfer of Records* policy).

Who we share your data with

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- banking services to process direct debit payments (if applicable)
- the Local Authority (where you claim Think2, 15 or 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our setting software management provider (if applicable)
- the school that your child will be attending

We will also share your data if:

- We are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children; for example, by sharing information with social care or the police;
- it is necessary to protect our rights, property or safety

We will never share your data with any other organisation to use for their own purposes

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

- Having a clear desk policy- all records/data are locked away each night
- Children's Learning Journey records are securely locked away in a cupboard
- Staff follow strict guidelines when working on children's records in their own time at home and do so with explicit permission from parents
- Paper based data is locked way in filing cabinet in a secure office after each session
- Data kept on computer files- encrypted data sticks are used
- Computer security includes regularly updated software and secure password protection- A computer is used solely for Pre-school Business purposes
- Email including e-newsletters- We use windows mail to process emails and my email provider is Gmail. We keep a copy of your email on the computer to allow us to process emails quickly. We do not gather statistics or monitor information
- Photo Blog: We use blogspot.co.uk to host our photo blog. We use photographs of the children taking part in activities at Pre-school with explicit permission of parents
- Website: We use Moonfruit to host our website. Any photos used are with the explicit consent from parents

How long do we retain your data?

We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us are handed to you when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary

Your rights with respect to your data

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person

We are required to inform you about how to make a complaint relating to a data breach or if you think we are not processing your data appropriately.

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Complaining to Ofsted - Ofsted can be contacted in the following ways: email – enquires@ofsted.gov.uk

Phone- 0300 123 1231 Address: Piccadilly Gate, Store St, Manchester M1 2 WD

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.

This Privacy Notice was updated on 11th March 2018

Maria Harborow

Paula Thompson

Chairperson

Pre-school Manager