



Privacy notice policy and procedures

Stanton Pre-School's Privacy Notice

Setting Address

STANTON PRE-SCHOOL.
UPTHORPE ROAD.
STANTON.
SUFFOLK.
IP31 2AW

Data Protection Responsible Person: Lisa French - Manager

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.

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 in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

- your child's name,
- your child's date of birth
- your child's address (in particular if it differs from your address)
- your child's health and medical needs
- your child's existing development needs
- and any special educational needs
- who your child resides with
- your child's doctor's details
- Your child's ethnicity

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

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



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Personal details that we collect about you include:

- your name
- your home addresses
- your work addresses
- your phone numbers including work and home and mobile numbers
- your email addresses
- your emergency contact details
- your family details or any relative or close friend that is/may be likely to collect your child

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 in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- contact your emergency preferences in the event that we are unable to contact you
- 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 15 hours free childcare (only where applicable)
- to process your claim for up to 30 hours free childcare (only where applicable)
- to process your claim for up to 15 hours free childcare for eligible two-year old funding (only where applicable)
- to keep you updated with information about our service



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Tapestry

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.

Safeguarding

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
- *the Local Authority (where you claim up to 30 hours free childcare as applicable)
- *the Local Authority (where you claim up to 15 hours free childcare eligible two-year funding (as applicable))
- *the government's eligibility checker (as above)
- our insurance underwriter (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 (such as failure to pay fees and where we seek payment through the courts)
- to protect your child and other children; for example, by sharing information with social care or the police;
- it is necessary to protect our/or others rights, property or safety
- we transfer the management of the setting, in which case we may disclose your personal data to the prospective manager/management committee so they may continue the service in the same way.

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



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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:

- Allowing only the Data Protection Lead to have access to secure emails
- Allowing only senior members of staff to have access to files (permission is required before access)

* When sharing your details with the Suffolk County Council we use a secure email system.

- Ensuring all files are kept on the premises and locked away after each session
- Ensuring that all IT equipment is fully protected and updated with anti-virus, anti-spyware software. We use McAfee 2018-internet security device on all tablets, iPad and laptops.
- Children **do not** access the internet and therefore all computers used by children have parent controls

How long do we retain your data?

We retain your child's personal data for up to 3 years after your child no longer attends 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 and handed to you when your child leaves. We use Tapestry as our choice of recording your child's learning journey and this is transferred to your child's school when they leave our setting.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children's and Provider Records policies).

Automated decision-making

We do not make any decisions about your child based solely on automated decision-making.

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



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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 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/

Our ICO registration number is: **ZA257278**

Changes to this notice

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