



Privacy Notice

Introduction

Charminster Pre-school is 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, date of birth, address, health and medical needs, development needs, and any special educational needs, ethnicity and religion

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, 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 into. 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 funding claim for free childcare



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- 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. We use Tapestry as our learning journal and consent is sought within the registration form. You may withdraw your consent at any time by confirming so in writing.

With your consent, we will take and use photographs or videos of your child for use on displays within the pre-school, our prospectus, website, Facebook page and in local publications such as the Dorset Echo. Consent is sought for each of these uses individually in the registration form. You may withdraw your consent at any time 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).

How we process your data

The data provided on the registration form is added to a spreadsheet and sorted to create accurate registers for each day of the week, registers of home-times, a register of emergency contacts for each child, a register of which children consent to photographs etc, register of children who use pre-school sun cream or provide their own, a register of children with allergies etc. Paper copies of relevant lists are stored in the register, kitchen (for allergies), or by the back door (home time register).

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 government's eligibility checker (as above)
- our insurance underwriter
- 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/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 buyer so they may continue the service in the same way.



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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:

- storing all current paper records containing personal data in a locked filing cabinet
- locking the register in the filing cabinet at the end of each day.
- storing all current electronic records containing personal data on password protected spreadsheets on password protected computers.
- not sending personal data via email.
- not accepting personal data via email
- routinely deleting emails.
- keeping our computers protected with up to date anti-virus software and ensuring that our computers, spreadsheets, emails and wifi connection are secured by regularly changing our passwords. We do not keep unsecured written records of our passwords.
- deleting defunct spreadsheets of data at the end of each term.
- ensuring written or electronic copies of personal data are not removed from the pre-school except in the following cases:
 - * on trips or outings, where we are required to take medical and contact details to ensure the safety of the children
 - * during the school holidays, where it may be necessary for the manager and administrator to complete some administrative tasks off-site. In this instance a password protected lap-top may be taken directly to the manager/administrators home, where it will be kept in a locked cabinet when not in use by the staff member. Lap-tops are never used outside of the pre-school site or manager/administrators home or by any non-staff member.
- storing archived data on-site in a locked box. Archived data is clearly marked with a 'destroy date' and is shredded and disposed of on this date.

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 and handed to you when your child leaves.



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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.

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

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/

Changes to this notice

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