



## PRIVACY NOTICE

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<b>Setting:</b>	Pirton Pre School High Street Pirton Herts SG5 3PS
<b>Data protection officer:</b>	Karen Illsley, Pre School Manager

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### Introduction

Pirton Pre School 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 does Pirton Pre School 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, as well as any information shown on identification documents provided.

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 Pirton Pre School 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.
- to support your child's wellbeing and development.
- to manage any special educational, health or medical needs of your child whilst at the 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.
- 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 which are uploaded onto an electronic learning journey. You have the opportunity to withdraw your consent for images/videos being taken at any time by confirming so in writing.

We have a legal obligation to process data related to safeguarding should we have any welfare concerns.

### **Who Pirton Pre School share your data with**

In order for us to deliver childcare services we will share your data only as and when 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 accountant.
- our insurance underwriter (if applicable).
- the school that your child will be attending.
- members of the Pre School committee.
- current and future childcare providers i.e. if your child attends the pre school and another setting we may share your child's assessments/next steps with them.

- outside agencies in relation to Special Education Needs and Support.

In exceptional circumstances, 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, or those of others.
- 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.

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

### **How does Pirton Pre School protect your data?**

We have taken appropriate technical, administrative, physical and procedural security measures to protect personal data from misuse, unauthorised access or disclosure, loss, alteration or destruction.

This includes:

- Storing all paper documents in lockable filing cabinets or cupboards.
- Shredding any documents using a GDPR compliant shredder.
- Storing all electronic documentation on the Pre School's computer and/or laptop, both of which are password protected.
- Limiting access on a "need to know" basis.

### **How long does Pirton Pre School retain your data?**

We retain your child's personal data for up to 3 years after your child leaves the setting, or until our next Ofsted inspection after your child leaves the 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 you are given the opportunity to download your child's learning journey upon their departure. Once you have downloaded it, your child's account, including any personal data held on it, is deactivated and deleted permanently.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer to comply with legal requirements.

### **Automated decision-making**

Pirton Pre School does 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.
- 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 email the setting's Data Protection Officer at [manager@pirtonpreschool.co.uk](mailto:manager@pirtonpreschool.co.uk). 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/](http://ico.org.uk/)

## **Changes to this notice**

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

*Last updated: May 2018*