

DORCHESTER ON THAMES
PRE-SCHOOL PRIVACY POLICY

GDPR 2018

Name, date of birth,
address, attendance records

-As a pre-school we are
lawfully required to hold
this personal data, please
see page 2, 'What personal
data do we collect'.

admin@dorchesterpreschool.co.uk

PRIVACY NOTICE GDPR 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 in order to verify your eligibility for free child-care/funding as applicable.

Personal details that we collect about your child include:

your child's name, date of birth, address, attendance records, health and medical needs, development needs, ethnicity & religion and any special educational needs. Where applicable we will obtain child protection plans from social care and health care plans from health professionals. We may 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 may 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 enrolment of your child or for the parental declaration for funding.

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 for the purposes of applying for EYPP (Early Years Pupil Premium).

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.
- 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 (only where applicable).
- to keep you updated or share information with you about the setting, for example Helen's Friday Blog, the Newsletter and Announcements on 'parentmail'.
- Displays within pre-school e.g. photos of your child and comments they have made.
- The pre-school website—photos.

PRIVACY NOTICE continued/.....

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.

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 the setting.
- banking services to process of faster payments/cheques/childcare vouchers for fees.
- the Local Authority (where you claim up to 30 hours free childcare as applicable).
- the government's eligibility checker (as above).
- our setting tracking system for delivery of the EYFS (Early Years Foundation Stage).
- 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 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 transfer the management of the setting.

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:

Keeping all personal data locked in the pre-school office out of hours within a locked filing cabinet or in a locked filing cabinet at the administrator's office.

Keeping all laptops and ipads password protected and virus protected.

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 the setting**, or until 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 handed to you / their new school when leaving.

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 please contact our administrator Hayley Poole at

admin@dorchesterpreschool.co.uk