

PRIVACY NOTICE - HOW WE USE PARENT/CARER AND CHILDREN'S INFORMATION

All information that we collect is necessary to meet our business, contractual and legal requirements as an early years setting.

The categories of information that we collect, hold and share.

The information that we process includes:

- Personal information (such as name, date of birth and address)
- Characteristics (such as language, nationality, country of birth and funding eligibility) for children
- Attendance information (such as sessions attended, number of absences and absence reasons) for children
- Relevant medical information for children (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- Special Educational Needs information for children
- Child developmental records
- Assessment information for children
- Proof of identity for adults
- Birth certificates for funding for children
- Details of any accidents / incidents / pre-existing injuries
- Relevant documentation for child protection and safeguarding concerns
- Emergency contact details
- Funding information and details
- Communication and promotion (such as website and Facebook).

Why we collect and use this information

We use the data:

- to support children's learning
- to monitor and report on their progress
- to assess the quality of our services
- to comply with the law regarding data sharing
- to comply with the statutory requirements of the Early Years Foundation Stage (EYFS) and Ofsted
- to ensure children are eligible for funding
- to process preschool fees
- to ensure children's health, safety and wellbeing

The lawful basis on which we use this information

We collect and use children's information under the Statutory Framework for the Early Years Foundation Stage 2017 (given legal force by the Childcare Act 2006) and The Limitation Act 1980. By completing and signing the preschool registration form you are giving consent for us to process yours and your child's personal data for the specific purposes of being part of the preschool setting. The processing of the information you have provided about yourself and your child is necessary for the contract you have completed in the registration form. We have a legal obligation to process the information provided to comply with the law.

Collecting children's information

Whilst the majority of children's information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation 2018, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing children's data

We hold children's data such as their registration details, accidents and medication forms etc. until each child has reached the age of 21. Learning and assessment for the children is stored for up to three months after the child has left the setting, then removed from electronic storage. Parents are able to download or print this themselves at any point up until this time.

Who we share children's information with

We routinely share children's information with:

- Department for Education (DfE)
- Schools that the children attend after leaving us
- Our local authority
- Ofsted
- Health Visitors
- Social Workers
- Inclusion teams, SEN panels, funding etc
- Surrey Safeguarding Children Board / LADO
- Other providers that children attend
- Multi agency professionals working with individual children
- Area SENCO's

Sharing children's information

We do not share information about children with anyone without consent unless we are obliged to as part of a lawful process/investigation.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children with the DfE either directly or via our local authority for the purpose of those data collections, under:

- Section 99 of the Childcare Act 2006
- The Education (Provision of Information About Young Children) (England) Regulations 2009.

Requesting access to your personal data

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information or be given access to your child's educational record contact Shamira Lumsden or Claire Childs. Contact details can be found at the end of this document.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the Information Commissioner's Office (ICO), or through the courts.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the ICO at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact Totterdown Preschool

Parent/Carer General Data Protection Regulation (GDPR) Information

As you may be aware, the General Data Protection Regulation (GDPR) came into force on May 25th 2018. The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified.

As a responsible business, we are registered with the Information Commissioner's Office (ICO); the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

Totterdown Preschool needs to comply with GDPR because we collect, share and store personal data for parent/carers, children and staff.

Under the guiding principles of GDPR there are three reasons for keeping individual's data:

- Contractual – Terms and conditions/registration form
- Legal - Early Years Foundation Stage (EYFS) Statutory Safeguarding and Welfare Requirements
- Legitimate business reason – Totterdown Preschool policy and procedures

Under GDPR Totterdown Preschool must:

- process data lawfully, fairly and in a transparent manner in relation to individuals.
- only collect data for specified, explicit and legitimate purposes.
- collect, share and store data that is relevant and limited to what is necessary in relation to management of the nursery.
- make sure data is accurate and, where necessary, kept up to date.
- store data for no longer than is necessary and for the purposes for which it was intended.
- process and maintain personal data diligently and securely by means of key access or password controls.
- instruct the team to manage all parent/carers and children's data with maximum care and attention, following our Confidentiality Policy.
- report all data breaches to the ICO within 72 hours.
- produce a concise and easily accessible Privacy Notice for parent/carers and staff which confirms how personal data will be collected, stored and shared.
- use encrypted emails when communicating with external professionals and agencies.
- securely destroy data once retention periods have passed.

Under GDPR parent/carers and staff at Totterdown Preschool have the right to:

- access their data (where appropriate)
- have their data rectified/updated upon request
- have their data removed
- restrict any processing of their data
- move their data
- object to their data being used.

Totterdown Preschool have always asked permission to collect data and this is what you signed on your terms and conditions and registration form. If we need to collect any other data we will request your consent whether it be to collect, share or store personal data specific to your circumstances and relationship with the setting. If you have any concerns please come and speak to us personally.

It is imperative that personal data is accurate and kept up to date. Please help us to remain GDPR compliant by notifying us of any changes to your personal data.

Totterdown Preschool, Harpers Scout Hut, Ash, Aldershot, GU12 6DA.

Tel: 07846993052

harpers@totterdownpreschool.co.uk

I can Preschools Ltd trading under the style of Totterdown Preschool, C^o N^o: 11718522

Parent Agreement (Please sign and return at registration)

I have read and agree to Totterdown Preschool's Privacy Agreement and GDPR Information

Signed

Name

Date