

# ICKLEFORD PRE-SCHOOL

## PRIVACY NOTICE

Ickleford Pre-School, Village Hall, 82 Arlesey Road, Ickleford, Hitchin, Hertfordshire, SG5 3TG

### **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
- date of birth
- address
- characteristics (such as ethnicity, language and religion)
- health and medical information
- development needs
- any special educational needs.

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
- occupation
- phone numbers
- email address
- emergency contact details
- family details.

This information will be collected from you directly from the Child and Contact Details form prior to your child starting with us.

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**

The lawful bases on which we use personal data about you and your child are: (1) you have given consent to the processing of his or her personal data for one or more specific purposes; (2) to comply with a legal obligation (Statutory Framework for the Early Years Foundation Stage, March 2017); (3) for the performance of our contract with you. 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 safeguarding related data about your child should we have concerns about their welfare
- to record your child's activities for their individual learning record which may include photographs. Photographs included in the learning record are only included with your consent which you can withdraw at any time
- to process your claim for up to 30 hours free childcare (only where applicable)
- to transfer records and certain information about your child to the school that your child will be attending (see *Transfer of Records* policy)
- to keep you updated with information about our service through newsletters via email.

## **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 (if applicable)
- the primary 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 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.

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

## **How do we protect your data?**

We protect against unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

All personal data is stored in a safe and secure manner and computerised records are backed up and are password protected. Access to all data is restricted to authorised personnel only.

## **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 or your child's primary school when your child leaves 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 you 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 the Pre-School Secretary - email: [admin@icklefordpreschool.org](mailto:admin@icklefordpreschool.org) or telephone: 07951 801574. 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.

Notice Dated: May 2018