Privacy Notice

Introduction

At South Milford Preschool 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.

We follow the following GDPR principles

1. We have a lawful reason for collecting personal data and do it in a fair and transparent way]
2. We only use the data for the reason it is initially obtained.
3. We do not collect any more data than is necessary.
4. We ensure the data is accurate and there are mechanisms in place to keep it up to date.
5. We do not keep it any longer than needed.
6. We protect the personal data.

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?

At South Milford Preschool 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.

On initial registration for our waiting list we collect the following information:

* Child’s full name; date of birth; address; parents contact details including emails/ telephone numbers; where you heard about our services.

Personal details that we collect about you and your child once you have been allocated a place at South Milford Preschool include:

* your child’s full name; date of birth; address; parents details; emergency contact details; names and contact details of other carers e.g. childminder: names and contact numbers of people who can collect your child; health and medical needs; Doctors address and contact number; Name of dentist and health visitor; information about development needs, and any special educational needs; NYCC permission to share form; Child Profile form.

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

Where applicable we will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

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.

During your child’s time at South Milford Preschool, we will also collect the following information:

* Attendance records
* Medical records
* Accident/ Incident/ Previous Injury records
* Child Collection Information
* Safeguarding/ child protection logs and reports
* Ongoing progress and development records
* Photographs
* Birth certificate or passport for funding purposes
* Visitor book
* SenCo information – ILPP’s; support plans etc

Why do 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 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 claim for up to 30 hours free childcare (only where applicable)
* to keep you updated with information about our service

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).

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
* banking services to process chip and pin and/or direct debit payments (as applicable)
* 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 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 unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by ensuring the data kept is secure: all paper forms are kept locked away and all PC/ laptops that are used are password protected. All data collected can only be accessed by authorised individuals. South Milford Preschool is registered with the ICO.

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 South Milford Preschool when your child leaves.

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).

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 (other than information needed by law), 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 me. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with me, 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/](https://ico.org.uk/)

Our Commitment

We will only collect information that is necessary for what we do and will make sure that it is accurate and up to date when we collect or use it. You can help us with this by keeping us informed of any changes to the information we hold about you. We will comply with the General Data Protection Regulation 2018 (GDPR) and any subsequent legislation on information handling and privacy.

Sue Thirsk is responsible for ensuring that the setting is compliant with GDPR. The main duties are to ensure that the provision is compliant with GDPR; audit all the personal data held; ensure all staff are aware of their responsibilities under the law, including the delivery of staff training; undertake investigations when there is a breach of personal data, reporting to the ICO where necessary and keeping up to day with the legislation.

Changes to this notice

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

M Riches - July 2023