



Cricklade Pre-School Playgroup's Privacy Notice Policy

Introduction

Cricklade Pre-School Playgroup 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 Cricklade Pre-School Playgroup collect, why we collect it, how we use it and how we protect it.

What personal data do Cricklade Pre-School Playgroup collect?

Cricklade Pre-School Playgroup 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, email address, health and medical needs, development needs, and any special educational needs.

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

Cricklade Pre-School Playgroup 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, 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 Cricklade Pre-School Playgroup collect this information and the legal basis for handling your data.

Cricklade Pre-School Playgroup 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:

Policy no: 61

- 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 will also use this information to keep in contact with you either by telephone, email, post or Facebook.

With your consent, we will also record your child's activities for their individual learning record. This may include photographs. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

Cricklade Pre-School Playgroup 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 **including safeguarding related data** about your child to the school that your child will be attending (see *Transfer of Records* policy).

Who Cricklade Pre-School Playgroup 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)
- our setting software management provider (if applicable)
- the school that your child will be attending

Cricklade Pre-School Playgroup 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.

Cricklade Pre-School Playgroup will never share your data with any other organisation to use for their own purposes.

How do Cricklade Pre-School Playgroup protect your data?

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

All information is kept in a locked cabinet when not in use.

All information is kept on Cricklade Pre-School Playgroup computer only which is password protected.

Only staff have access to this.

Cameras used by staff are locked away overnight and are not taken off the premises.

Pictures taken of the children are only used as agreed with parental permission.

How long do Cricklade Pre-School Playgroup 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, accident records, registers, permission forms, complaints book, contractual documentation, daily diaries and data for funded places are kept for longer according to legal requirements.** Your child's learning and development records are maintained by us **and are made available to download** or can be handed to you 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).

Automated decision-making

Cricklade Pre-School Playgroup do 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; 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 Cricklade Pre-School Playgroup handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied

Policy no: 61

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/

Changes to this notice

Cricklade Pre-School Playgroup keep this notice under regular review. You will be notified of any changes where appropriate.

By signing and returning this form you agree that all information we have relating to you or your child was freely given. You have the right to withdraw this consent at any time by writing to Cricklade Pre-School Playgroup (*please note if consent is withdrawn it may not be possible for your child to continue attending our setting*).