



Stoke Gabriel Pre-School's Privacy Notice

Stoke Gabriel Pre-School,
The Old School Rooms, Church Walk, Stoke Gabriel, Devon. TQ9 6SD.
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Tel No. 01803 782 155

Introduction

We are committed to ensuring that any personal data we hold about staff, committee members, volunteers, parents and children 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 (as staff/committee member/volunteer) to have relevant information for your safety, employment and Ofsted requirement or you (as parent) 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 eligibility for free childcare as applicable.

Personal details that we collect about children include:

- child's name, date of birth, address, gender, religion, ethnic background, health details, medical information & needs, dietary requirements, development needs, and any special educational needs, photographs & video recordings.

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 parental responsibility for children and any court orders pertaining to children within the Setting.

Personal details that we collect about parents include:

- name, home address, home and work phone numbers, email addresses, national insurance number, date of birth, emergency contact details and family details

This information will be collected from parents directly in the Stoke Gabriel Pre-School Application and Admission forms.

If an application for up to 30 hours free childcare, or if we believe children might be entitled to additional funding, we will also collect:

- National insurance numbers or unique taxpayer reference (UTR), if self-employed. We may also collect information regarding benefits and family credits.

Personal details that we collect about staff/committee members/volunteers include:

- name, home address, home and work phone numbers, email addresses, date of birth, national insurance number, bank details, medical information, emergency contact details, photographs and video recordings (as necessary dependent on role)

Why we collect this information and the legal basis for handling your data:

We use personal data about you (as parent) 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 or additional funding (only where applicable)
- to keep you updated with information about our service

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 provide relevant information about your child to the school or an alternative setting that your child will be attending.

We use personal data about you (as staff/committee member/volunteer) in order to provide the management of Stoke Gabriel Pre-School and to adhere to the statutory framework for the Early Years Foundation Stage. This includes using your data to:

- contact your emergency contact in case of an emergency
- keep you updated with information about our service.
- complete records for payment of wages
- receive notification of suitability to work with children (i.e. DBS)

With your consent, we may record your activities (as staff/volunteers) in a child's 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 yourself should we have concerns about your welfare or that of children in your care.

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 (as applicable)
- the government's eligibility checker (if claiming 30 hours childcare)
- Tapestry (our online learning journals) to support observation and assessment
- the school or any alternative setting that your child will be/or is attending
- outside agencies - Speech & Language, Health Visitors, Children's Centre and other agencies deemed necessary for your child's development (if necessary and with your consent)

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;
- we need to enforce or apply the terms and conditions of your contract with us;

- we need to protect your child and other children; for example, by sharing information with social care or the police;
- it is necessary to protect our/or others rights, property or safety

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 paper files on you & your children in locked filing cabinets at our setting.
- keeping paper files on staff and committee members in locked filing cabinets at our setting.
- keeping internal computer programmes (Word, Excel, Drop Box) on a computer laptop which is password protected for security.
- keeping access to Tapestry (our online learning journal of a Child's Learning journey) limited to staff members and parents of children at the Setting.
- limiting access to Xero (our accounts package used for invoicing) to the Manager, Administrator, Chairman & Treasurer of the Committee at the Setting
- using only the necessary information required (i.e. photos and names of Staff and Committee Members) on the Stoke Gabriel Pre-School website & Notice Boards within the Setting, to provide the information needed for our readers (in line with our Setting Policies)

How long do we retain your data?

We retain yours and/or your child's personal data for up to 3 years after your child or staff member/committee member/volunteer no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting (whichever is the longest). 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 accessed only by 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.

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 Stoke Gabriel Pre-School Manager.

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

Changes to this notice

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