

Meppershall Pre School Privacy notice for staff, committee, children, families & Job Applicants.

Meppershall Pre School's Privacy Notice

Meppershall Pre School, Walnut Tree Way, Meppershall, Beds, SG17 5AB

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Introduction

Meppershall Pre School are committed to ensuring that any personal data we hold about you and/or your child is protected in accordance with data protection act 2018 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 and to meet the statutory requirements of the Early Years Foundation Stage. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

- their name, date of birth, address, religion, health, medical and dietary 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.

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, phone numbers, email addresses, emergency contact details, and family details i.e.; who the child usually lives with

This information will be collected from you directly in the Application and Session Selection Forms.

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.

Why we collect this information and the legal basis for processing 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 [my/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, with your consent

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 by email to meppershallps@gmail.com

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 bank transfer, standing order 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 or other settings your child also attends or has attended
- Social media via our Pre School Facebook Page and on our Pre School website, with prior 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;
- 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 [or others] 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 your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

All paper forms / data will be kept on the pre school site, secured in a locked cupboard / filing cabinet.
All electronic devices on which personal data is stored will be password protected and encrypted which may be taken to the Pre School Leader, Deputy's and Admin Assistant's home address.
All data in paper format if taken off site will be stored securely in locked storage at the Pre School Leader, Deputy's or Admin Assistants home address.

How long do we retain your data?

We retain your child's personal data for up to 6 years after your child no longer uses our setting for registers and application forms, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept until the child reaches the age of 25 – or until the age of 24 for child protection

records in accordance with the Limitation Act 1980. Your child's learning and development records are maintained by us and handed to you or your child's next setting [with your consent] when your child leaves.

Automated decision-making

We 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 we handle your data please contact us by email at

meppershallps@gmail.com or psp.ad.mepp@gmail.com

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, and it will be displayed on our website.