

## PRIVACY NOTICE – NEW STARTER

### Introduction

Longwick Pre-school is committed to ensuring that any personal data held 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. If you have any questions, please speak to our Business Manager (our Data Compliance Lead).

### What personal data do we collect?

We are a 'Data Controller' for the purposes of the General Data Protection Regulation (May 2018). We collect information from you about you, your child, and other related carers, and may receive information about your child from their previous setting.

Personal details that we collect about your child include:

- Your child's name, date of birth, address, health and medical needs, development needs, personal characteristics such as language, and any special educational needs or disabilities. We also ask for information about your child's likes and dislikes in our 'All About Me' section within our Registration Form to help us get to know your child better and assist with the settling in process.
- 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.
- If a child is eligible for funding, the following information is collected by Buckinghamshire Council (we will issue you with a form, transfer the details to Buckinghamshire Council via the Funding Application form, and store the original document in a locked cabinet): Child's name, date of birth, ethnicity, gender, address and disability allowance status.

Personal details that we collect about you include:

- Your name, home and work addresses, phone numbers, emergency contact details, and family details. This information will be collected from you directly in the registration form and enables us to contact you.
- If a child is eligible for funding, the following information is collected by Buckinghamshire Council (we will issue you with a form, transfer the details to Buckinghamshire Council via the Funding Application form, and store the original document in a locked cabinet): Parent/carer name, date of birth, EYPP (Early Years Pupil Premium) status, National Insurance number, NASS (National Asylum Support Service) number (if applicable).
- If you apply for 30 hours funded childcare or the 2 year funding for Working Families, 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

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;
- support your child's wellbeing, learning and development;
- manage any special educational, health or medical needs or disabilities of your child whilst at our setting;
- provide appropriate pastoral care;
- carry out regular assessments of, and report on, your child's progress and identify any areas of concern;
- verify your eligibility for free childcare, as applicable;
- to process your claim for up to 30 hours funded childcare (where applicable);
- maintain contact with you about your child's progress and respond to any of your questions;
- assess how well the preschool is doing; and
- keep you updated with information about our service.

With your consent, we will also record your child's activities for their individual learning profile on the Family app. This will include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing. All parent permissions are included within the Family app and you will be asked to accept or decline each one when you enrol with the pre-school. For the purposes of GDPR, Family are a 'Data Collector' and outline their compliance with the GDPR in their Privacy Policy <https://www.family.co/terms/privacy-policy>.

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).

We record and share information about children and their families (data subjects) in line with the six principles of the General Data Protection Regulations (GDPR) (2018). The six principles state that personal data must be:

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject.
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed.
6. Processed in a way that ensures appropriate security of the persona data including protection against accidental loss, destruction or damage, using appropriate technical or organisational measures.

### **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, following a complaint about our service or safeguarding event;
- Banking services to process direct debits or online payments (as appropriate);
- the Local Authority (funding applications, safeguarding concerns);

- the government's eligibility checker (as above);
- our insurance underwriter;
- online learning journal software provider Family; and
- 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.

To manage our setting efficiently and cost effectively we use GSuite, a product that groups the cloud-based productivity and collaboration tools developed by Google for 'Not For Profit' organisations. We manage our emails through 'Gmail', diary events through 'Calendar', contact information through 'Contacts', and documents ('Docs', 'Sheets', 'Slides') which require collaboration and internal sharing within Longwick Pre-school via 'Drive'. Google outline their compliance with the GDPR in their Privacy Policy <https://policies.google.com/privacy> and Terms of Service <https://policies.google.com/terms>

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

### **How do we protect your and your child's data?**

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

- Storing confidential records in a lockable cupboard, which is always locked when not in use, and kept safe and secure on the pre-school premises;
- Ensuring all paper records remain on the premises (or at the Business Manager's home address to work on) before returning to the premises or filing;
- Ensuring that information in children's files, other than developmental records, is restricted to those authorised to see them and make entries in them; this being our Business Manager, Pre-school Manager, Deputy Manager, Designated Officer for Safeguarding and Child Protection, the child's Key Person, or other staff as authorised by our Pre-school Manager/ Chairperson.
- Ensuring devices (laptop, staff fire tablets, mobile phone) are password protected and kept in a lockable cupboard when not in use. Up to date antivirus programmes are installed and scans run regularly to check the system for unwanted or malicious services or programmes;
- All passwords for fire tablets (both tablet log in passcodes and Family software passcodes) will be kept securely with the Business Manager in a password protected file on the company laptop in case staff members forget their logins). Both passcodes will be changed termly.
- Using password protection to secure confidential files if they require transfer by USB or to email addresses outside of the pre-school team;
- Information stored electronically is accessed only by a secure password by authorised personnel only;
- Electronic systems are protected by industry leading internet security software;
- All data stored electronically is also backed up by password protected 'Cloud.'

### **How long do we retain your data?**

Longwick Pre-school 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 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). If you would like further detail on exactly how long which information is stored for, please request to see a copy from our Business Manager.

### **Automated decision-making**

Longwick Pre-school 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 Longwick Pre-school. 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**

Longwick Pre-school keep this notice under regular review. You will be notified of any changes where appropriate.

### **Further Information**

If you require more information about how the Local Authority and/or the Department for Education store and use information, please go to the following websites:

- Local Authority: <https://www.buckinghamshire.gov.uk/your-council/privacy/privacy-policy/> and FE11 form for Early Years Providers <https://earlyyears.buckscc.gov.uk/early-years-2-3-4-year-old-funding/useful-documents/>
- Department for Education: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

**Confirmation**

Please sign to confirm you have read and understand this Privacy Notice.

Signature ..... Print Name ..... Date .....

<b><i>Date Policy Implemented</i></b>	<i>May 2018</i>
<b><i>Signed</i></b>	<i>A Barter</i>
<b><i>Name and Role</i></b>	<i>Alex Barter, Committee Management Chair</i>
<b><i>Date of Last Review</i></b>	<i>November 2023</i>
<b><i>Date of Next Review</i></b>	<i>November 2024</i>