

5.1 Privacy Notice – General Data Protection Regulation May 2018

Little Avenues Preschool Privacy Notice

Little Avenues Preschool
The Bungalow
Broom Grove
Wivenhoe
Essex
CO7 9QZ

Introduction

Little Avenues Preschool 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 we collect, why we collect it, how we use it and how we protect it.

Little Avenues Preschool are the Data Controller for the purposes of the General Data Protection Regulation.

What personal data do we collect?

Little Avenues Preschool 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, 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.

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

Little Avenues Preschool use personal data about you and your child in order to provide childcare services¹ 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

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 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 Little Avenues Preschool 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 Essex County Council as the Local Authority (where you claim up to 30 hours free childcare as applicable)²
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- the school that your child will be attending
- Tapestry who are the Data Processors for our learning journeys

¹ The statutory duty is explained in the Framework for the Early Years Foundation Stage welfare requirements to “*maintain records and obtain and share information (with parents and carers, other professionals working with the child, the police, social services and Ofsted or the childminder agency with which they are registered, as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met... Records must be easily accessible and available... Records relating to individual children must be retained for a reasonable period of time after they have left the provision... Providers must record the following information for each child in their care: full name; date of birth; name and address of every parent and/or carer who is known to the provider (and information about any other person who has parental responsibility for the child); which parent(s) and/or carer(s) the child normally lives with; and emergency contact details for parents and/or carers.*”

² If you require more information about how the Local Authority and Department for Education store and use this data please go to the following website: www.essex.gov.uk/FEEE (see paragraph headed ‘Early Years census and personal data’).

The information held by Tapestry is determined by us. We restrict the number of people at Little Avenues Preschool who can provide details of the child and parents to Tapestry. In your registration pack, we obtain your consent to add your child's details and photos/videos to Tapestry. You have the right to withdraw or change this consent at any time. The processing of data within Tapestry happens within the EU. Tapestry handles data securely and their contract with us details how they comply with data protection law and their security protocols. If you wish to see this contract, please ask us.

We will also share your data if:

- We are legally required to do so, for example, by law, or by a court.
- 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
- to enforce or apply the terms and conditions of your contract with us;

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

How do we protect your data?

Little Avenues Preschool keep your personal data secure and it is not available or accessible to anyone other than those who have a professional need.

We make sure that information held on computer is secure and accessed only by people who have a need to use it. Paper information is kept in locked cabinets, only accessible to the staff who need it to perform their role. At the preschool locked cabinets are in a room which itself is locked when the building is unoccupied.

How long do we retain your data?

Little Avenues Preschool retain your child's personal data for reasonable period of time, usually up to 6 years after your child no longer uses our setting. Your child's learning and development records are maintained by us and passed to you when your child leaves. When your child leaves the preschool, their information is deleted from Tapestry and will be deleted permanently by Tapestry after 90 days.

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, 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. 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

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

Manager's signature Date