

Privacy Notice May 2018

Sparklers Preschool Privacy Notice

Introduction

Sparklers Preschool collects, uses and is responsible for certain personal information about you. We 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.

On the 25th May 2018 the current Data Protection Act (DPA) will be replaced by the new and updated General Data Protection Regulation (GDPR). The GDPR is a new data protection regulation designed to strengthen and unify the safety and security of all data held within an organisation - meaning the way we manage all information and data within our preschool will change.

Our Data Protection Officer is **Beccy Hazelden**.

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. We also collect information to verify your eligibility for free childcare as applicable (2 and 3 year old funding/30 hours).

Personal details that we collect about your child include:

- your child's name, date of birth, address, health and medical needs, religion/culture, 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, personal and work phone numbers, NI number, email address, emergency contact details, and family details.

This information is collected from you directly in the registration forms.

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

We use personal data about you and your child to provide childcare services. This includes using your data to:

- contact you in case of an emergency

- to support your child's wellbeing and development (2buildaprofile on iPad, summary/transition reports, learning journey)
- 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 keep you updated with information about our services
- provide appropriate pastoral care and support services
- monitor attendance information (such as sessions attended, number of absences and absence reasons)
- comply with the law regarding data sharing
- support the primary in-year admissions process
- safeguard children and young people

With your consent, we will also record your child's activities for their individual learning journey record. This may include photographs and occasionally videos. 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 a new preschool setting or primary school that your child will be attending.

Who we share your data with

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 primary school that your child will be attending (or new preschool setting)
- West Berkshire Council (for school funding)
- West Berkshire County Council teams working to improve outcomes for children and young people (training and monitoring)

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 unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by: storing on a password protected laptop which is locked away in a secure lockable cabinet within a lockable office. All paper files are stored in a secure filing cabinet. The information/evidence that staff collect via '2buildaprofile' on iPad are secure and protected by a password and stored within a secure cabinet in a secure office.

How long do we 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 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.

We will hold all safeguarding records securely and retain it from the child's date of birth until they reach the age of 25, after which the information is archived or securely destroyed.

Your rights with respect to your data

Under the GDPR you have rights which you can exercise. 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 supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

Changes to this notice

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