



Privacy Notice

Date reviewed: 15.09.2023

Introduction:

At Hanslope Pre-school 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 notice is to help you understand **how** and **why** we collect personal information about you and your child and **what** we do with that information. It also explains the decisions that you can make about your own information (when we refer to 'your' in this notice it may include you and your child).*

What is personal information?

Personal information is information that identifies you as an individual and relates to you. This includes your contact details, financial information, educational and health information as well as information such as ethnic group, and photographs.

How and why does Hanslope Pre-school collect and use personal information?

We set out examples below of the different ways in which we use personal information and where this information comes from. Whilst most of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with the GDPR, we will inform you when you have a choice in this. Our main reason for using your personal information is to provide educational/caring services to your child.

- Contact you in case of an emergency.
- To support your child's well-being and development.
- To manage any special educational, health, or medical needs of your child whilst in our setting.
- To carry out regular assessments of your child's progress and respond to or 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 up to 30 hours free childcare (only where applicable).
- To keep you updated with information about our service.

With your consent, we would also like to:

- collect your child's ethnicity and religion data for monitoring purposes.
- record your child's activities for their individual online learning journal (this will often include photographs and videos of children during play)
- transfer your child's records to the receiving school when s/he transfers

Storing Information:

We keep your information on computer systems and on paper.

Financial information:

- We will process financial information about you in relation to payment of fees.

Sharing personal information with third parties:

- In accordance with our legal obligations, we may share information with the local authorities, for example, where we have any safeguarding concerns.
- On occasion we may need to share information with the police.
- if it is necessary to protect our rights, property, or safety or to protect the rights, property, or safety of others.
- We may use advisors to assist us in fulfilling our obligations to help run the setting properly. We might need to share your information with them if this is relevant to their work.
- We may share some information with our insurance company, where there is a serious incident at the setting.
- If your child leaves us to attend another setting, we may need to provide that setting with information about you or your child. For example, observations in learning journeys, Pre-school reports, and 2-year progress checks.
- We may share with the school that your child will be attending, when s/he transfers, if applicable.
- We may share information about you with others in your family, such as another parent where this is part of our obligation to take care of your child, as part of our wider legal and regulatory obligations.
- We may need to share information if there is an emergency for example if your child is hurt whilst on our premises.

Our nursery management and communication software provider may be able to access your personal data when carrying out maintenance tasks and software updates on our behalf. However, we have a written agreement in place which place this company under a duty of confidentiality.

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

Our legal grounds for using your information:

This section contains information about the legal basis that we are relying on when handling your information.

Legitimate Interest:

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. The setting relies on legitimate interests for most of the ways in which it uses your information.

Specifically, the setting has a legitimate interest in:

- Providing educational and care services to your child.
- Safeguarding and promoting the welfare of your child (and other children).
- Promoting the objects and interests of the setting. This includes making sure we can enforce our rights against you, for example, so that we can contact you if unpaid fees are overdue.
- Facilitating the efficient operation of the setting.
- Ensuring that all relevant legal obligations of the setting are complied with (including our obligation to provide the school your child will attend with records and certain information about your child - please see our Record Retention policy).

Necessary for a contract:

We will need to use your information to perform our obligations under our contract with you. For example, we need your name and contact details so that we can update you on your child's progress and we can contact you if there is a concern.

Legal Obligations:

Where the setting needs to use your information to comply with a legal obligation, for example, to report a concern to Safeguarding Services. We may also need to disclose information to third parties such as the local authorities where legally obliged to do so.

Vital interests:

For example, to prevent someone from being seriously harmed or killed.

The setting must also comply with an additional condition where it processes special categories of personal information. For example, ethnic origin and health information.

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take this consent away at any time. Any use of your information before you withdraw remains valid.

Sending information to other countries:

We may send your information to other countries where:

- We communicate with you when you are overseas, for example, during the summer holidays.
- We store information on computer servers based overseas.

The European Commission has produced a list of countries that have adequate data protection rules. The list can be found here: http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm

If the country that we are sending your information to is not on the list or is not a country within the EEA, then it might not have the same level of protection for personal information as there is in the UK.

How long do we retain your data?

We retain your data in line with our retention policy a summary is below:

- You and your child's data, including registers are retained 3 years after your child no longer uses the 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.
- Learning journeys are maintained by the setting and available at your request when your child leaves. Records are kept and archived in line with our data retention policy.
- In some cases (child protection or other support service referrals), we may need to keep your data longer, only if it is necessary to comply with legal requirements. We will only keep your data for as long as is necessary to fulfil the purposes it was collected for and in line with data protection laws.

What decisions can you make about your information?

From May 2018 data protection legislation gives you several rights regarding your information. Some of these are new rights whilst others build on your existing rights.

Your rights are as follows:

- If information is incorrect, you can ask us to correct it.
- You can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people, we have sent it to.
- You can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information.
- You can ask us to send you, or another organisation, certain types of information about you in a format that can be read by a computer.

- Our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate, we can only use it for limited purposes while we check its accuracy.
- You can object to direct marketing.
- Claim compensation for damages caused by a breach of Data Protection regulations.

Further information and guidance:

Like other organisations we need to keep your information safe, only use it for what we said we would, destroy it when we no longer need it, and most importantly – treat the information we get fairly.

If we need to change this Privacy Notice, we will notify you via email and ensure you are sent an electronic copy.

By providing us with personal information about you and your child you agree that we may collect and use your information in accordance with this Privacy Notice.

How to ask questions about this notice

If you have any questions, comments, or concerns about any aspect of this notice or how we handle your data please contact the manager at the setting.

How to contact the Information Commissioner Office (ICO)

If the manager is not able to address your concern, please contact the Chairperson of the Committee (Brittany Mudaliar)

If you are concerned about the way your data is handled and remain dissatisfied after raising your concern, 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 <https://ico.org.uk/>.

Changes to this notice

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