



# Our Privacy Notice

Data Protection Officer: Sarah Wheatley-Hince

## Introduction

Brightwalton 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.

## 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 in order to verify your eligibility for funded 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 and work 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 funded 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

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 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 funded 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 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 [my/our] service
- banking services to process chip and pin and/or direct debit payments (as applicable)
- the Local Authority (where you claim up to 30 hours funded childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our setting software management provider (if applicable)
- 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 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 rights, property or safety
- We transfer the management of the setting, in which case we may disclose your personal data to the new chair 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 hard copy data in a secure locked cabinet at our setting

Storing electronic data in a secure password protected personal computer under the guardianship of our administrator.

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.

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/](http://ico.org.uk/)

Changes to this notice

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

- Under the duty of the Children's Act 2004 to co-operate with the Local Authority and external partners to improve the well-being of children.
- Under the Children's Act 1989 Section 17, we may have to share information to support and protect children with the Local Authority and external partners.

This information includes your contact details, national curriculum assessment results, attendance and progress

information, and personal characteristics such as your ethnic group, any special educational needs and relevant medical information as per the form you completed on your child's admission to the early years setting / school and the education records.

**We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.**

The Local Authority has a duty under the Children's Act 2004 to co-operate with their partners in health and youth justice to improve the wellbeing of children in their areas.

We are required by law to pass some information about you to the Department for Education (DfE) and in turn this will be available for the use of the Local Authority. Information may also be required to send to the Local Authority direct through local frameworks such as data sharing agreements.

If you want to receive a copy of the information about you that we hold or share, please contact the Manager at Brightwalton Preschool Nursery.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then Please contact the LA or DfE as follows:

- **Public Communications Unit:** Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)

Email: [www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus)

Telephone: 0370 000 2288

If you have any further questions please speak to Sarah Wheatley-Hince.

This policy was adopted by

Brightwalton Preschool Nursery

On

January 2021

Date to be reviewed

January 2022

Signed on behalf of the provider

Name of signatory

Sarah Wheatley-Hince

Role of signatory

Manager/Owner