



## Stanford in the Vale Preschool

### **Privacy Notice – Parents/Carers**

Stanford in the Vale Preschool is committed to ensuring that any personal data we hold about you and your child is protected in accordance with the data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it and how we use and protect it.

Stanford Preschool is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you and your child. We are required under data protection legislation to notify you of the information contained in this privacy notice.

#### **The categories of information that we collect, hold and share include:**

- Personal information (such as name, child’s unique number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth, Pupil Premium Grant eligibility and SEND requirements, including speech and language referrals)
- Dietary requirements (including allergies/intolerances)
- Medical conditions
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as EYFSP)
- Record books (detailing observations and evidence gathered during the child’s time at the preschool)
- Child protection plans (where applicable)

#### **Why do we collect and use this information about you and your child?**

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 the data collected to:

- contact you in case of an emergency
- to support your child’s wellbeing and development
- to manage any special educational, healthy or medical needs of your child whilst at our setting
- to carry out 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 (where applicable)
- to keep you updated with information about our service

With your consent, we also record your child's achievements for their individual learning record. This may include photographs and videos. You are entitled to withdraw your consent at any time for images being 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.

### **Who do we share children's information with?**

We do not share information about children in our care with anyone without consent unless the law and our policies allow us to do so.

We have a legal obligation to share aspects of your data with the following recipients:

- Ofsted
- our local authority
- the Department for Education (DfE) under section 3 of The Education (Information about Individual Children) (England) Regulations 2013.
- the government's eligibility checker (for parents/carers claiming up to 30 hours funded childcare)
- our insurance underwriter (if applicable)
- the school that your child will be attending
- Interactive Learning Diary (fully compliant with data protection legislation, see ILD Privacy Notice)

We will also share your data if:

- we are legally required to do so, for example, by law, by a court or Charity Commission;
- to protect your child and other children; for example by sharing your information with social care or the police;

For more information about services for young people (including collection of data for the National Pupil Database), please visit our local authority website.

### **How do we protect your data?**

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

- ensuring all kept files which include your/your child's information is kept in a locked filing cabinet in a locked room, with restricted access;
- limiting access to computers and tablets, which withhold data, to necessary employees only;
- shredding all documentation at the end of the retention period or when it is no longer needed for its purpose;
- sharing information responsibly by ensuring third party software managers, for example the Interactive Learning Diary, comply with GDPR regulations.

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

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our retention policy which is available from the manager.

Your child's learning and development records are maintained by us and handed to you when your child leaves the setting.

We reserve the right to withhold some data (in some instances), for a longer period, if we are legally obliged to do so.

## **Your rights with respect to your data**

Under data protection legislation, you have the right to request access to information that we hold about yourself or your child. To make a request for your personal information, or be given access to your child's educational record, contact the DPO (Data Protection Officer) via the preschool.

You also have the right to:

- amend or correct any personal data we are holding about yourself or your child;
- request that we delete or stop processing your/your child's data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer yours and your child's data to another setting;
- object to decisions being taken by automated means;
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns that arise from this privacy notice please contact our DPO in the first instance. If you continue to have concerns about how your data is handled and remain dissatisfied after raising your concern with us, you have the right to contact the Information Commissioners Office (ICO). The ICO can be contacted at Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or <https://ico.org.uk/concerns/>

### **Contact:**

If you would like to discuss anything in this privacy notice, please contact:

Data protection officer: Jessica Rogers [j.rogers@stanfordpreschool.org.uk](mailto:j.rogers@stanfordpreschool.org.uk)