

PRIVACY NOTICE

Sallywags Pre-School

The Jubilee Suite, Parish Hall, Halwill Junction, Beaworthy, Devon, EX21 5XR

[May 2018]



Introduction

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.

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 free childcare and Early Years Pupil Premium as applicable.

Personal details that we collect about your child include:

- your child's name; date of birth; address; ethnicity; health and medical needs; development needs, and any special educational needs; other settings recently attended/current attending; evidence of date of birth via eg birth certificate or passport.

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. We also ask for names and telephone numbers of people to contact in an emergency.

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 date of birth; 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 free childcare and Early Years Pupil Premium (where applicable)
- to issue invoices for our services and to keep a record of transactions
- to keep you updated with information about our service

We will record your child's activities for their individual learning record. With your consent, 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.

When your child starts at Scallywags, we will ask you to complete a Consent Form to enable you to confirm or refuse your consent in respect of how we may use photographs and personal information relating to your child. We will ask you to review this form annually. You will be able to amend your permissions at any time 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 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 free childcare as applicable)
- the Government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- the school that your child will be attending
- other professionals, in order to meet health and medical needs, development needs and any special educational needs (as applicable)
- other providers which your child has recently attended/is currently attending

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 new owner 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:

There is a record of the restricted number of people who hold a key to the pre-school premises.

All sensitive data is stored in locked filing cabinets and/or locked cupboards.

Only relevant staff have access to keys to the cabinets/cupboards.

Mobile phone - Emergency contact numbers – phone is password protected and is only used by staff; it is only used for the purpose of Scallywags business; it is kept in sight of all staff during session; looked after by Play Leader or Deputy Play Leader outside of setting.

Laptops – laptops are used for the sole purpose of Scallywags business and only accessed by staff; password protected; virus protection; information backed-up on external storage device kept in locked filing cabinet;

Paper records containing children's and family information; children's progress records – locked filing cabinet and cupboard only accessible by staff.

If laptops, mobile phone or records need to be taken to/from setting for a specific purpose, they will be taken directly to/from the setting and not left unattended. They will be securely stored in a cupboard or cabinet when not in use.

Emails – any email containing personal data is sent via Egress Switch encryption, which can only be accessed when the recipient enters a password.

Camera/Photos – a dedicated camera is used within setting for taking photos of children for the purpose of recording their learning progress. Photos are printed via the laptop within the setting, transferred to memory card/stick and stored within locked filing cabinet. No photos (either printed or electronic) are taken off the premises by staff unless permission has been granted for them to be included on the setting's website. If permission has been granted for photos to be included on the website, the specific photos are saved on a USB memory stick for the administration of transferring to the website. The USB memory stick is then wiped.

Scallywags has a policy where no photos should be posted online (eg social media) unless parental permission of all those appearing in the photo has been specifically granted.

Data is retained and archived in accordance with statutory requirements – archived data is kept in a locked filing cabinet only accessible to staff. The date for disposal is clearly written on the documents/folder.

Data which is no longer required is shredded, and deleted from electronic devices.

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.

Automated decision-making

We do not make any decisions about your child based solely on automated decision-making.

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

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