



**Kibworth Methodist
Pre-School**

School Road, Kibworth Beauchamp, Leicester LE8 0JE

**Data Protection Officer and DSL – Designated Safeguarding Lead – Jayne Hubbard
(Owner/Manager)**

2nd DSL – Designated Safeguarding Lead – Mandy Mills – Deputy Manager

PRIVACY NOTICE

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.

The privacy notice explains what personal data we collect, why we collect it and 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 collect information in order to verify your eligibility for free 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 is collected from you in the form of a 'Welcome Pack' that is sent to you prior to your child starting pre-school.

If you apply for up to 30 hours free childcare, we will also collect:

- Your national insurance number or unique taxpayer reference number (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 that you have entered into. This includes using 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 (only where applicable)
- To keep you updated with information about our service.

With your consent, we will also record your child's activities in their own individual Learning Journey. This may include photographs and video's. 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 any 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 we share your data with

In order for us to deliver childcare services we will also share your data with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- Health care professionals / outside agencies – for example Health Visitor, other childcare settings your child may attend, the emergency services
- The Local Authority (where you claim up to 30 hours free childcare as applicable)
- The governments eligibility checker (as above)
- Our insurance underwriter (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 or by a court.
- 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 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 organisation to use for their own purposes.

How we protect your data?

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

Keeping all personal data locked away in a secure place at the end of each day/session and on encrypted computer files.

Personal data is also stored at safe and secure private address(s)

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 (Learning Journey)

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. Or explain details if this is the case)

Your rights with respect to your data

You have the right to:

- Request access, amend or correct your child's personal data
- Request that we delete or stop processing your child's 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 the 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.

April 2018

Signed – Jayne Hubbard / Owner and Manager of
Kibworth Methodist Pre-school