

Oldfield Pre-School's Privacy Notice

Oldfield Pre-School is an independent charity located in the Grounds of Oldfield Primary School, Green Lane, Vicars Cross, Chester, CH3 5LB

Introduction

Oldfield Pre-School is 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. When we refer to "we", "us" or "our", we mean Oldfield Pre-School.

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 Government funded childcare as applicable.

Personal details that we need to collect about your child include:

- your child's name, date of birth, address, health and medical needs, development needs, any special educational needs, and home language,.

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 address, email address, phone numbers, emergency contact details, and family details

This information will be collected from you directly in the enrolment forms.

If you apply for Government funded childcare, we will also where needed to claim your government funding and with your consent collect:

- your date of birth, national insurance number or unique taxpayer reference (UTR) if you're self-employed and your ethnicity. Please note if this information is not provided, then we cannot claim funding for your child. We may also collect information regarding benefits and family credits that you are in receipt of.

We may collect other data from you when you voluntarily contact us.

We may collect this information in a variety of ways. For example, data will be collected from you directly on the enrolment form; from identity documents; from your termly application for government funded childcare; from correspondence with you; or from health and other professionals.

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 Oldfield Pre-School
- 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, wellbeing and development and respond to any questions you may have
- to process your claim for Government Funded childcare (only where applicable)
- to keep you updated about information which forms part of your contract with us to notify you of service changes or issues

With your consent, we would also like to:

- With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos.
- Collect your child's ethnicity and religion data for monitoring purposes
- Transfer your child's records to the receiving school when s/he transfers
- We also seek consent on the enrolment form to be able to use images of your child for other purposes. You will have the opportunity to withdraw your consent at any time, for the use of images being taken of your child, by confirming so in writing to Oldfield Pre-School.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare.

Who we share your data with

As a registered childcare provider in order for Oldfield Pre-School to deliver childcare services it is necessary for us to share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about Oldfield Pre-School
- the Local Authority (where you claim up to 30 hours Government funded childcare as applicable)
- the Local Health Service (where health needs have been identified)
- the government's eligibility checker in relation to Government funding
- our insurance underwriter (if required by them to provide cover while your child is at Oldfield Pre-School – an example of this would be for specific health reasons such as a child requires an epi-pen)
- Tapestry who provide the software for the Online Learning Journey
- other childcare providers that your child may attend
- 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 the Charity Commission;
- to enforce or apply the terms and conditions of your contract with Oldfield Pre-School.
- to protect your child and other children; for example by sharing information with social care or the police;
- if it is necessary to protect Oldfield Pre-School's /or others 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 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:

- Using Passwords to encrypt files.



- Backing up the data into cloud services which are compliant with the General Data Protection Regulations
- Ensuring that data shared with other organisations is done through a secure method.
- Storing hard copy data in locked cupboards and filing cabinets.
- Where we engage with third parties to process personal data on our behalf, they are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Where do we store your data?

- All data you provide to us is stored on secure computers or servers located within the UK or European Economic Area. We may also store paper records in locked filing cabinets.
- Our third-party data processors will also store your data on secure servers which may be situated inside or outside the European Economic Area. They may also store data in paper files.

How long do We retain your data?

We retain your child's personal data for 6 years after your child no longer uses Oldfield Pre-School, or until the next Ofsted inspection after your child leaves Oldfield Pre-School. Medication records and accident records can be kept for longer according to legal requirements. Your child's learning and development records are maintained by us and transferred to you when your child leaves. Records are kept and archived in line with our data retention policy.

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).

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

As a data subject, 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, or where you wish to withdraw consent
- 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 the manager by email, telephone or when you attend the setting. Please note any changes in permissions must be given in writing (including by email).

If the manager is not able to address your concern, please contact the chair of the committee.

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.