



PRIVACY NOTICE FOR PARENTS/CARERS

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1 WHAT IS THE PURPOSE OF THIS DOCUMENT?

Great Doddington Village Preschool is committed to protecting the privacy and security of your personal information.

This privacy notice describes how the preschool collects and uses personal information about children attending the Preschool (“child” or “children”) and the parents/carers of the Children (“parent or parents”) in accordance with the UK General Data Protection Regulation (UK GDPR).

Great Doddington Village 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 advise you of the information contained in this privacy notice.

We may update this notice at any time and all updated privacy notices will be available on our website.

It is important that parents read and retain this notice, together with any other information we may provide on specific occasions when we are collecting or processing personal information about you or your child so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

When we say “your data” this will include data about your child/children.

2 DATA PROTECTION PRINCIPLES

We will comply with data protection law, which means that the personal information we hold about you or your child must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told You about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told You about.
- Kept securely.

3 THE KIND OF INFORMATION WE HOLD ABOUT YOU AND YOUR CHILD

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are “special categories” of more sensitive personal data which require a higher level of protection, such as information about a person’s health or sexual orientation.

3.1 The Kind of Information we hold about Children:

We will collect, store, and use the following categories of personal information about children:

- Name
- Date of birth
- Home address
- Dietary requirements
- Attendance information



- Photographs and video clips of the child to signpost children to where their belongings are stored at the preschool that they attend, and also for general display purposes
- Emergency contact should parents be unavailable and the emergency contact's contact details
- Record book for each child containing the work of the child whilst at the preschool, observations about the child's development whilst at the preschool by preschool employees, specific examples of the child's progress, photographs demonstrating the child's development whilst at the preschool, and personal details of the child (e.g. their date of birth) ("Progress Report")
- Records relating to individual children e.g. care plans, common assessment frameworks, speech and language referral forms
- Accidents and pre-existing injuries forms
- Records of any reportable death, injury, disease or dangerous occurrence
- Observation, planning and assessment records of children

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about a child's race or ethnicity, spoken language and nationality.
- Information about a child's health, including any medical condition, health and sickness records.
- Information about a child's accident or incident reports including reports of pre-existing injuries.
- Information about a child's incident forms / child protection referral forms / child protection case details / reports.

3.2 The Kind of Information we hold about Parents:

We will collect, store, and use the following categories of personal information about parents:

- Name
- Home address
- Telephone numbers, and personal email addresses.
- National Insurance number.
- Bank account details.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about a parent's race or ethnicity, spoken language and nationality.
- Conversations with parents where employees of the preschool deem it relevant to the prevention of radicalisation or other aspects of the governments Prevent strategy.

4 HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about children and parents at the point of the initial enquiry made by the parents, through the enrolment, contact and attendance process, until the children stop using the preschool's services.

5 HOW WE WILL USE INFORMATION ABOUT YOU

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.
- Where it is necessary for our legitimate interests (or those of a third party) and where your interests and fundamental rights do not override those interests.



We may also use your personal information in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest or for official purposes.

5.1 Situations in which the Preschool will use personal information of Children

We need all the categories of information in the list above (see [The Kind of Information we hold about Children](#)) primarily to allow us to perform our obligations (including our legal obligations) to the children who attend our setting. The situations in which we will process personal information of children are listed below.

- Upon consent from the parents, personal data of children will be shared with schools for progression into the next stage of their education.
- Personal information of children will be shared with local authorities without the consent of Parents where there is a situation where child protection is necessary.
- The personal information of children will be shared with local authorities without the consent of Parents for funding purposes.
- Ofsted will be allowed access to the preschool's systems to review child protection records.
- To ensure we meet the needs of the children
- To enable the appropriate funding to be received
- To report on a child's progress whilst with the preschool
- To check safeguarding records
- To check complaint records
- To check attendance patterns are recorded
- When a child's progress report is given to its parent in order for that parent to pass the same progress report to a school for application or enrolment purposes

5.2 Situations in which the Preschool will use personal information of Parents

We need all the categories of information in the list above (see [The Kind of Information we hold about Parents](#)) primarily to allow us to perform our contracts with parents and to enable us to comply with legal obligations. The situations in which we will process personal information of parents are listed below:

- The personal information of parents will be shared with local authorities without the consent of parents for funding purposes.
- To report on a child's attendance
- To be able to contact a parent or a child's emergency contact
- To ensure preschool fees are paid

6 IF PARENTS FAIL TO PROVIDE PERSONAL INFORMATION

If parents fail to provide certain information when requested, we may not be able to perform the respective contracts we have entered into with the parents, or we may be prevented from complying with our respective legal obligations to children and parents.

7 CHANGE OF PURPOSE

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

If we need to use personal information for an unrelated purpose, we will notify the parent, as is appropriate in the circumstances, and we will explain the legal basis which allows us to do so.



Please note that we may process a child's or a parent's personal information without their respective knowledge or consent, as relevant to the circumstances, in compliance with the above rules, where this is required or permitted by law.

8 HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances:

- In limited circumstances, with parent explicit written consent.
- Where we need to perform the contract we have entered into with you (i.e. accident forms)
- Where it is needed in the public interest, such as for equal opportunities monitoring
- Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect a child or a parents' interests (or someone else's interests) and that parent is not capable of giving consent,
- Where the parent has already made the information public.

9 AUTOMATED DECISION-MAKING

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We do not currently use any system of automated decision-making.

10 DATA SHARING

We will share your personal information with third parties; where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

10.1 Which third-party service providers process my personal information?

"Third parties" includes third-party service providers (including contractors and designated agents), local authorities, regulatory bodies, and schools. The following third-party service providers process personal information about you for the following purposes:

- Local Authorities – for funding and monitoring reasons (e.g. equal opportunities and uptake of funded hours)
- Regulatory bodies – for ensuring compliance and the safety and welfare of the children
- Schools – to provide a successful transition by ensuring information about the child's progress and current level of development and interests are shared
- Special Educational Needs services such as portage and speech and language, health visitor when required and children's services when required

10.2 How secure is my information with third-party service providers?

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information as per their obligations under the UK GDPR.

We do not allow any third-party service providers to use your personal data for their own purposes.

11 DATA RETENTION

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 info@greatdoddingtonpreschool.co.uk.



In some circumstances we may anonymise our personal information so that it can no longer be associated with you or your child, in which case we may use such information without further notice to you.

Once a child/parent ceases accessing the preschool's services we will retain and securely destroy your personal information in accordance with our data retention policy or the applicable laws and regulations.

12 CHANGES TO PERSONAL DATA

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

13 RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Under certain circumstances, by law you have the right to:

13.1 Request access

You have the right to request copies of your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

13.2 Request correction

You may request correct of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

13.3 Request erasure of your personal information.

This enables parents to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

13.4 Object to processing

You may object to the processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation, which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

13.5 Request the restriction of processing

You may request the restriction of the processing of your personal information. This enables parents to ask us to suspend the processing of personal information about you for example if you want us to establish its accuracy or the reason for processing it.

13.6 Request the transfer

You have the right to request the transfer of your personal information to another party in a generally acceptable format.

14 EXERCISING YOUR RIGHTS

If you wish to exercise any of your rights, or if at any point you believe the personal data, we process is incorrect, you can request to see this personal data. If you would like a copy of the personal data about you that we process, or if you wish to have that personal data transferred to another company or organisation, please contact us at: info@greatdoddingtonpreschool.co.uk



15 RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw consent for that specific processing at any time. To withdraw your consent, please contact Mrs G Foster, info@greatdoddingtonpreschool.co.uk.

Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes You originally agreed to, unless we have another legitimate basis for doing so in law.

16 CONCERNS REGARDING THE PROCESSING OF YOUR DATA

If you wish to raise a complaint on how we have handled your personal data, please contact our Mrs G Foster, info@greatdoddingtonpreschool.co.uk

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) at <https://ico.org.uk/>