



Together, caring and learning

Salway Christian Pre-school Privacy Notice

Salway Christian Pre-school is committed to protecting and respecting the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education.

This Privacy notice sets out the basis on which personal data we collect from you will be processed by us. Please read this privacy policy carefully to understand our views and practices regarding your personal data and how we will treat it.

We will only use your personal data in the manner set out in this Privacy Notice. We will only use your personal data in a way that is fair to you based on your consent or legal requirements. We will only collect personal data where it is necessary for us to do so and where it is relevant to our dealings with you. We will only keep your personal data for as long as it is relevant to the purpose for which it was collected or for as long as we are required to keep it by law.

Other than as set out in this Privacy Notice, we shall NOT disclose your personal data to a third party without obtaining your prior consent or unless we are required to do so by law.

We must have a legal basis for collecting this data, and there are six lawful bases:

1)Consent:

The individual has given clear consent for us to process their personal data for a specific purpose.

2)Contract:

The processing is necessary for a contract we have with the individual, or because they have asked us to take specific steps before entering into a contract.

3)Legal obligation:

The processing is necessary for us to comply with the law (not including contractual obligations).

4) Vital interests:

The processing is necessary to protect someone's life.

5)Public task:

The processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

6)Legitimate interests:

The processing is necessary for our legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

We will be processing your data under the following bases: Legal obligation, Contract or Consent as appropriate.

What personal data do we collect?

The information that we require on entry will be collected from you directly in the admissions form (paper) and will include:

- Information about your child such as: name, date of birth. address, medical and developmental information, any special educational needs or disabilities,
- Information about your family such as: names, addresses, contact details, who has parental responsibility for the child, emergency contact names, addresses and contact number, ethnic group,

religion and languages spoken. If you apply for up to 15 hours free childcare we will also collect your national insurance number or unique taxpayer reference (UTR) if you are self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

During your child's time at preschool we will be observing and assessing their progress with written and photographic evidence that will go in their profile book. We are required to hold and use this personal data in order to comply with the statutory framework of England, Ofsted, the Department for Education and Redbridge Early Years Team.

This data will be used to:

- contact you in case of emergency
- support your child's wellbeing and development
- monitor and report on your child's progress
- share information about activities in our setting
- share with other professionals in accordance with legislation
- ensure a contract of service is delivered and maintained
- ensure that this setting receives the statutory funding for which it is eligible.

Photos and or videos of your child will be taken individually and in groups, with your permission they will be used in profile books, and in displays around pre-school. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

Who we share your data with

In order to deliver childcare services we will also share your data as required with the following

- Ofsted – during an inspection or following a complaint about our service
- the Local Authority (where you claim up to 15 hours free childcare) through the Free Childcare and Early Education Entitlement headcount, annual Early Years Census and monitoring of children's progress.
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- Another early years setting or school to support your child's transition.
- Other professionals supporting your child, for example health visitor, pre-school, nursery, school, other health or education professional

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 or others rights, property or safety

We will never share your data with any other organisation to use for their own purposes.

If you want to see a copy of the information we hold and share about you or your child then please contact Sue Albon 020 505 9619 or salwaychristian.preschool@gmail.com

We are required by law to keep some information about your child for a period of time after a child has left the setting. A termly data cleanse will ensure that all information is disposed of at the correct time.

Please see our data protection policy for further information on data sharing, safe storage and your rights to access your data.

You should only submit to us information which is accurate and not misleading. You should keep that information up to date and let us know as soon as possible of any changes to that information in writing or by email to Liz : salwaypreschool@gmail.com or Sue : salwaychristian.preschool@gmail.com as appropriate.

You are advised that you have the right to have your data amended to remove errors, to withdraw your consent, and to have your records deleted as far as the law allows. If you are concerned about the way your data is handled and remain dissatisfied after raising your concerns with us you have the right to complain to the Information Commissioner's Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

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

May 2018