

Ladybird Preschool Privacy notice



Ladybird Preschool
Grafton Orchard
Chinnor
Oxon
OX39 4DR

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 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 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 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 (only where applicable)
- to keep you updated with information about our service

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

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)
- our setting software management provider – EY Log
- 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 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 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 adhering to the following policies:

- Children's records
- Provider records
- Transfer of records to school
- Confidentiality and Client access to records
- Information sharing
- Parental Involvement
- Safeguarding children and Child Protection

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 (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

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 have or 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.



Dear parents and carers,

Re: General Data Protection Regulation (GDPR)

From May 25 2018 a new EU law called the General Data Protection Regulation (GDPR) will come into effect. It will replace the current Data Protection Act 1998 and the changes will remain in place even after the UK leaves the EU in 2019.

GDPR will give individuals greater control over their own personal data. GDPR will condense the Data Protection Principles into six areas, which are referred to as the Privacy Principles. They are:

- You must have a lawful reason for collecting personal data and must do it in a fair and transparent way.
- You must only use the data for the reason it is initially obtained.
- You must not collect any more data than is necessary.
- It has to be accurate and there must be mechanisms in place to keep it up to date.
- You cannot keep it any longer than needed.
- You must protect the personal data.

At Ladybirds Preschool we have been working to ensure that our policies and procedures comply with the new GDPR regulations. A number of policies have been updated to reflect this. The updated policies can be found on our website and are held in hard copy in the preschool.

We have created a new **Privacy Notice** for parents, this outlines the data we hold, what we use it for, how it is shared, how long we keep it for and how we protect your data.

I would appreciate it if you could read the Privacy Policy and sign the GDPR consent form.

Should you have any questions, please do not hesitate to email me at info@ladybirdspreschoolchinnor.co.uk

Kind regards,

Annisa Elakhal
Ladybird Pre-school Manager

General Data Protection Regulation (GDPR) - Consent



Name of Child: _____

I/we confirm that I/we have received and read a copy of the Ladybird Preschool Privacy Notice and consent to data being collected, processed and stored according to the Privacy Notice and Ladybird Preschool Policies.

Signed: _____ Signed: _____

Date: _____ Date: _____

I/we consent to receiving relevant information from Ladybird Preschool regarding activities within the setting, theme days, fundraising and newsletters via email.

Signed: _____ Signed: _____

Date: _____ Date: _____

Ladybirds Staff and Admin will not share your information with 3rd parties without your consent* or send any emails which are not directly relevant to your child or the preschool.

***Please refer to our Safeguarding Policy for exceptions to this statement.**