



## Bollinbrook Pre-school's Privacy Notice

Bollinbrook Pre-school, Abbey Road, Macclesfield, SK10 3AT  
Tel: 01625 403130 Email: bollinbrookpreschool@hotmail.co.uk

Data Protection Officer : Mrs Judith Whittingham.

### 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, ethnicity, 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 or you believe you qualify for us to collect EYPP (Early Years Pupil Premium) funding, 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.

Permission details that we collect from you include:

- consent to enter your child on the Tapestry online journal system and to give parents access to Tapestry online journal system and agreement not to share Tapestry details on social media.
- consent to take photographs and videos of your child to add to Tapestry or display photographs in pre-school and to use as evidence for an Ofsted Inspector; promotional literature; local press/media; staff coursework or training courses; fundraising and website
- consent to apply sun cream
- consent to contact you by email
- consent to give Calpol
- consent forms relating to performances in pre-school
- consent forms to take children on trips outside of pre-school
- by completion of the registration forms, we have permission to contact any person named on the form; and your support and compliance with our policies and procedures.

### **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 process your claim for EYPP (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

## 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
- the Local Authority (where you claim up to 30 hours free childcare as applicable and funded 2 year old childcare)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our setting software management provider (Tapestry)
- the school that your child will be attending
- our pre-school linked Health Visitor

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 (or others) rights, property or safety
- if your child has special educational needs; for example by sharing information with the Special Needs Outreach Team
- 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:

Keeping all paper data in a locked cabinet when not in use.

Data held on an iPad or Laptop are kept secure by using passwords.

Data is never kept longer than required. Paper copies are all shredded and electronic data stored on a laptop or iPad is deleted after the required time.

Data held online for Tapestry is secured by passwords.

Data shared online with Cheshire East Council eg up to 30 hours funding are all secured by passwords and secure email

We request that forms containing personal data are handed to us in an envelope or by being placed in the locked blue post box just inside our front door, which is accessed by Mrs Judith Whittingham

## 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 transferred to Bollinbrook Primary School Tapestry online system. If your child is going to another Primary school we will transfer it to them if they use Tapestry, or transfer the data by downloading it to a PDF document and handed to the parent to give to the new school.

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 on automated decision-making.

### **Your rights with respect to your data**

You have the right to:

- be informed about the how we collect, store and use your/your child's personal data
- 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
- not to be subject to the automated decision-making including profiling

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 Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](https://ico.org.uk/)

### **Changes to this notice**

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