



## Privacy Policy

### Statement of intent

Trull Saplings Preschool 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.

All information that we collect is necessary to meet our contractual and legal requirements as an Early Years Setting, from Ofsted, Local Authorities and the EYFS.

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?

Trull Saplings Preschool collects 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
- 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 address
- home, mobile and work phone numbers
- email address
- emergency contact details
- 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.
- eligibility code

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

Trull Saplings Preschool 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 or a family member/friend 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

## Privacy Policy 2018 - 2019

- to process your claim for up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service – newsletters, announcements, invoicing, etc

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, refer to **Safeguarding Policy**. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending refer to **Transfer of Records policy**.

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)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- SENCO team (if applicable)
- other setting (if your child attends more than one setting)
- the school that your child will be attending
- healthcare professionals (if applicable)

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
- we transfer the management of the setting, in which case we may disclose your personal data to the prospective owner 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 your child registration, accident, health forms in a locked filing cabinet within our setting
- keeping your child's learning development record in a locked filing cabinet within our setting
- using password protected laptops
- storing archived forms and documents in a locked filing cabinet within our setting
- using pin protected mobile phone

### **How long do we retain your data?**

Trull Saplings Preschool retain your child's personal data i.e. registration, accident, medication forms, etc until the age of 21 as a legal requirement. Your child's funding forms are destroyed after 4 years from the term it relates to. Your child's learning and development records are maintained by us and handed to you when your child leaves.

Your emergency contact details will be deleted from the designated Preschool mobile phone and the email addresses that have been provided will also be erased from our email system on your child's last day of attendance at our Preschool.

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**).



## Privacy Policy 2018 - 2019

### 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
- 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 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/](http://ico.org.uk/)

### Changes to this notice

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

### Our Data Compliance Officer is:

Katy Morey, Business Manager: [katymorey@trullpreschool.co.uk](mailto:katymorey@trullpreschool.co.uk)

### Legal framework

General Data Protection Regulation (EU) 2016/679

Early Years Foundation Stage Welfare Requirements (given legal force by Childcare Act 2006)

Children's Act 1989/2004

Limitation Act 1980

The Statute of Limitations (Amendment) Act 1991

### Linked Policies

Our privacy policy links directly to the following other policies within our setting:

- Admissions policy
- Children record policy
- Confidentiality policy
- Early years funding policy
- Provider policy
- Safeguarding policy
- Sharing information policy
- Special educational needs policy
- Transfer of records policy
- Working in partnership with other agencies policy

I/we agree that I/we have read the Privacy Notice policy and agree to the above information being obtained by Trull Saplings Preschool in accordance with our child attending the Preschool.

**Parent Signature:** \_\_\_\_\_ **Parent Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_