



The Data Protection Officer/Lead with responsibility for monitoring this Privacy Notice is **Kate Sillett**.

Chavey Down Preschool will record, process and keep personal information on you and your child/ren in order to help administer education and children's services and in doing so have to comply with the Data Protection Act 1998. This means, among other things, that the data held about children must be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.

We use this data to:

-) Support children learning
-) Make assessments on children's development
-) Safeguard the children in our care in accordance with relevant legislation
-) Comply with Government legislation
-) Assess the quality of our services
-) Contact you regarding your child

Chavey Down Pre-school collect, hold and share two kinds of records on children attending our setting.

Developmental records

These include:

-) Developmental information collected prior to the child starting at the setting
-) A copy of the child's Two Year Old Progress Check
-) Observations of children in the setting, photographs, video clips, samples of work and developmental assessment records.
-) A summary of the child's EYFS profile report.

With your consent, we 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.

Personal records – yours and your child/ren

These include:

-) Personal details – including the information provided on the child's registration form and any consent forms and characteristics such as ethnicity, language and nationality.
-) Contractual matters – including the child's days and times of attendance, a record of the child's fees and/or funding entitlement, any records of fee reminders and/or disputes.
-) If you apply for up to 30 hours funded 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.
-) Emergency contact details – including those people, other than parents/guardians with authorisation to collect the child from the setting.
-) Children's health and well-being – including discussions about every day matters regarding the health and well-being of the child with the parent/guardian, records of accidents, incidents and medication records.
-) Safeguarding and child protection concerns – including records of all welfare and protection concerns and our resulting actions, meetings and telephone conversations about the child and any information regarding a Looked After Child.
-) Early support and SEN – including any focussed intervention provided by our setting, a record of the

Initial Steps Ltd

16 Martins Lane, Brants Bridge, Bracknell, Berkshire, RG12 9EN
Company No. 08892649

- child's IEP and, where relevant, their Statement of Special Education Need.
-) Correspondence and reports – including letters and emails to and from other agencies and any confidential reports relating to specific children.
-) Parent email addresses – used by Kate Sillett for correspondence purposes.

Collecting Information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

The Early Years Foundation Stage (Welfare Requirements) Regulations 2012 place a legal obligation upon us to collect and process much of the information detailed above. Therefore we do not require your consent to collect this information as we have a fair and lawful reason for doing so.

Storing children's data

We ensure that access to children's files is restricted to those authorised to see them such as the Director, Manager, Deputy, designated person for child protection, the child's key person or the setting SENCo. These confidential records are stored in a lockable filing cabinet in a storage area in the main hall.

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).

Sharing information

The information that you provide to us, whether mandatory or voluntary, will be regarded as confidential. We do not share information about your child with anyone without consent unless the law and our policies allow us to do so.

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).

We routinely share information without consent with:

-) Schools that children attend after leaving us
-) Our local authority for the purposes of the Early Education Entitlement for 2, 3 and 4 year olds and the Early Years Census
-) The Government eligibility checker (as above)
-) The department for Education (DFE) as part of statutory data collections.
-) 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)

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, when:

-) 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.
-) There is evidence that the child is suffering, or is at risk of suffering significant harm.
-) There is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm.
-) It is to prevent significant harm arising to children, young people or adults, including the prevention, detection and prosecution of serious crime.

Initial Steps Ltd

16 Martins Lane, Brants Bridge, Bracknell, Berkshire, RG12 9EN
Company No. 08892649

Further information regarding information sharing and confidentiality can be found in our policies.

Requesting access to your personal data

Under data protection legislation, parents/guardians, children and young people have the right to request access to information about them that we hold. Where a child is too young to give 'informed consent' the parent is the 'subject' of the file and has a right to see the information held.

Children's developmental records are shared regularly with parents/guardians and formal requests to access these is not required.

To make a request for your personal information contact Kate Sillett, Data Protection Officer, following the procedure detailed in our access to records policy.

You also have the right to:

-) Object to processing of personal data that is likely to cause, or is causing, damage or distress
-) Withdraw consent where given
-) Prevent processing for the purpose of direct marketing
-) Object to decisions being taken by automated means
-) In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and claim compensation for damages caused by a breach of the Data Protection regulations.

If you would like to discuss anything in this privacy notice, please contact Kate Sillett.

If you want 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

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

Initial Steps Ltd

16 Martins Lane, Brants Bridge, Bracknell, Berkshire, RG12 9EN
Company No. 08892649