



Charity Reg:1036951

Ofsted: 133471

## **Safeguarding and Welfare Requirement: Information and Records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

## **10.0 Information and Records**

### **10.1 Privacy Notice**

#### **Ascott- Under-Wychwood Preschool's Privacy Notice**

Ascott-u-Wychwood Preschool

Tiddy Hall

Shipton Road

Ascott-under-Wychwood

Oxfordshire

OX7 6AG

Data Protection Officer – Sharon Light

#### **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.

If you apply for a place for your child at our setting and you find that you no longer need the place, please inform us as soon as possible. Should you decide you no longer need the place we will not retain the details given on the application form

Personal details that we collect about your child include:

- your child's name, date of birth, ethnicity, religion, 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 address, phone numbers (home & work), email addresses, family details, emergency contact details (ensuring that permission has been granted by all relevant parties- see registration form)

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. 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 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 through our online journal, Tapestry. 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. Any photographs used on our website or for publications will only be used with your signed permission.

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 expenses, 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 if applicable
- other settings that your child may attend
- 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 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 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 storing all hard copy data and the encrypted external harddrive. in a locked cabinet. All electronic data is shared through our password protected Dropbox system

### **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/incident records are kept for longer according to legal requirements and our child records

policy. When your child leaves our setting you will need to download their photos and observations from their learning journal as directed by us. After this period their photos and observations will be deleted by Tapestry and a summary record will be retained by us for a period of 3 years

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 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.

This Privacy Notice was adopted at a meeting of	Ascott under Wychwood Preschool	name of setting
Held on	<hr/> 30 <sup>th</sup> April 2018	(date)
Date reviewed:	<hr/>	(date)
Signed on behalf of the management committee	<hr/>	
Name of signatory	<hr/> Rachel Chapel	
Role of signatory (e.g. chair/owner)	<hr/> Chair	