

Tavistock Pre-School

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Registered Charity Number: 1050163

### Introduction

Tavistock Pre-School 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 Tavistock Pre-School collects, 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.

CCTV cameras are used at the following points around the building:

- ramp to the front of the building
- steps to the rear of the building and back garden (angle 1)
- steps to the rear of building and back garden (angle 2)
- main playground

CCTV images are used to protect the property and people on and around the premises and to monitor who is entering and leaving the building, including the times of this activity, for safety and security purposes. We operate a CCTV policy, a copy of which can be obtained from the preschool office. The organisation operates CCTV for legitimate business reasons and the information and data gathered through monitoring will only be used for the purpose it was carried out for, unless the organisation identifies issues such as a breach of health and safety. All CCTV images are kept securely in accordance with the Data Protection Act and General Data Protection Regulations.

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, email address, 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 and/or 2 year old free 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.

- In instances of 2 year old funding we will also require your date of birth.

### **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 and/or 2 year old funding (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
- 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 and/or 2 year old funding as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter
- 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 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:

- only being accessed by members of staff and committee chairperson
- storing paper copies of personal data for parents, children and staff on-site in locked filing cabinets
- securely transferring records by Royal Mail recorded delivery, email and hand delivered/signed for to Tavistock Infant School
- destruction of all paper records after the relevant retention period (in line with the Preschool Learning Alliance)
- paper records are professionally destroyed and certificate of destruction issued

- deleting all electronic records from our computer system, or in required cases, copying the files to a memory stick and storing in locked filing cabinets
- following our CCTV Policy safeguarding measures
- abiding by our General Data Protection Regulation Policy

### **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 development records are maintained by us and are transferred to your child's chosen infant 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 Record Keeping policy).

CCTV images are held for 28 days, after which, images will be automatically and permanently deleted from the CCTV system.

### **Automated decision-making**

We do not make any decisions about your child based on automated decision-making and profiling.

### **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
- [www.ico.org.uk](http://www.ico.org.uk)
- 0303 123 1113

Our ICO certificate can be found on our Health & Safety, News and Information in the foyer.

### Changes to this notice

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