

Duchy Preschool & Playgroup, Bradninch			Page 1 of 6	
Document.	<b>014</b>	<b>Privacy Notice</b>		
Revision	<b>05</b>	Approved By	<b>Naomi Lee</b>	Approval Date <b>30/09/2022</b>

## **Scope**

This policy applies to all provision for early years aged children, and also – where appropriate – to before and after school provision and walking bus provided by Duchy Pre-school and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

## **Statement of Intent**

Here at the Duchy Preschool and Playgroup your privacy is important to us. In line with the latest Data Protection Act 2018 and the General Data Protection Regulation 2018 (GDPR), we will ensure that any information you provide us with will be used appropriately. It is also our intention to ensure that the use of information technology complies with good security practice.

## **Our Data Protection Officer**

The Chair of Trustees is our designated Data Protection Officer who can assist you with any queries you may have.

You can contact him/her at: [duchypreschool@googlemail.com](mailto:duchypreschool@googlemail.com)

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.

## **Collecting information**

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

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.

Approved by (signature)	
-------------------------	--

Duchy Preschool & Playgroup, Bradninch				Page 2 of 6	
Document.	<b>014</b>	<b>Privacy Notice</b>			
Revision	<b>05</b>	Approved By	<b>Naomi Lee</b>	Approval Date	<b>30/09/2022</b>

## ***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 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 (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 chip and pin and/or direct debit payments (as applicable)
- the Local Authority
- the government’s eligibility checker
- our insurance underwriter (if applicable)
- our setting software management provider (if applicable)
- 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 MASH, 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.

Approved by (signature)	
-------------------------	--

Duchy Preschool & Playgroup, Bradninch				Page 3 of 6	
Document.	<b>014</b>	<b>Privacy Notice</b>			
Revision	<b>05</b>	Approved By	<b>Naomi Lee</b>	Approval Date	<b>30/09/2022</b>

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:

- Password protecting laptops and sensitive documents
- Keeping children's files in a locked filing cabinet
- Using a signing in register for visitors
- Processes for signing in and out children's files

### ***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 current learning and developmental details 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).

### ***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**

Approved by (signature)	
-------------------------	--

Duchy Preschool & Playgroup, Bradninch				Page 4 of 6	
Document.	<b>014</b>	<b>Privacy Notice</b>			
Revision	<b>05</b>	Approved By	<b>Naomi Lee</b>	Approval Date	<b>30/09/2022</b>

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

## ***Pre School learning Alliance***

As members of Pre School Learning Alliance we are able to access support and Legal advice to ensure we do our very best to keep updated with what we should be doing to protect ourselves and our customers.

## ***Data Protection***

The Duchy Preschool & Playgroup is registered with the Information Commissioner as a Data Controller under the Data Protection Act 2018. Our registration number is ZA197054.

## ***Confidentiality***

The terms of the Playgroup Confidentiality Policy apply to data held electronically, as well as in physical form.

## ***ICT security***

- a. Firewall & Antivirus  
Internet access in the setting shall be made via a firewall, and appropriate anti-virus software shall be used. Anti-virus software shall use virus definition files that are kept up to date.
- d. Backups  
As a minimum requirement, weekly backups of important information shall be made. Backups shall be stored off-site.

## ***Trustee's home pcs and storage of files (electronic & paper)***

Trustees shall take adequate precautions to safeguard any personal data which may from time to time be communicated to them in the course of their committee responsibilities. Ideally any data retained should be in an anonymous form, and data containing identifiable personal information should be held for the minimum time necessary and then securely destroyed.

## ***Users of internet banking***

Internet banking transactions shall require more than a single authorisation.

Approved by (signature)	
-------------------------	--

Duchy Preschool & Playgroup, Bradninch			Page 5 of 6	
Document.	<b>014</b>	<b>Privacy Notice</b>		
Revision	<b>05</b>	Approved By	<b>Naomi Lee</b>	Approval Date <b>30/09/2022</b>

***Email and removable media (USB flash memory and optical media)***

The use of email or removable media (optical media, or flash memory such as USB sticks) to transmit identifiable personal data is discouraged. If there is a requirement to transfer such information permission must be sought from a member of the premises committee and a risk assessment performed where appropriate. Ideally data should be encrypted using public key encryption (PGP or GPG)

***Sharing data with suppliers and officials (e.g. DCC, OFSTED etc)***

With exception of data required by law (such as for CRB/DBS checks), personal data shall only be communicated to suppliers and officials in response to a written request, and following a risk assessment where appropriate. Data for statistical purposes shall be supplied in an anonymous form.

Approved by (signature)	
-------------------------	--

Duchy Preschool & Playgroup, Bradninch			Page 6 of 6
Document.	<b>014</b>	<b>Privacy Notice</b>	
Revision	<b>05</b>	Approved By <b>Naomi Lee</b>	Approval Date <b>30/09/2022</b>

Responsibility for periodic review	<b>Facilities Sub-committee</b>
------------------------------------	---------------------------------

#### Document History

<b>Rev</b>	<b>Changes</b>	<b>Date</b>	<b>Approval</b>
00	Previous changes incorporated for AGM	17/05/10	AGM
01	Revised and rechecked for AGM. Change of Policy Name.	15/11/11	AGM
02	Addition of scope statement. Reference DBS checks.	02/01/14	PNW
03	Merging Privacy Notice and Data Protection Policy. Amending our registration number	11/07/19	Committee
04	Reviewed	18/3/21	Keith H
05	Reviewed amended typo error	30/9/22	NL

Approved by (signature)	
-------------------------	--