



Registered charity number: **1162644** / Ofsted URN: **EY497796** / Company number: **09308414**

West Hill Pre-School Privacy Notice

Introduction

West Hill Pre-School (registered charity number: 1162644 / Ofsted URN: EY497796 / company number: 09308414) are committed to ensuring that any personal data we hold about you and your child is used and 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?

West Hill Pre-School collect personal data about you and your child for the purposes described below – broadly speaking, we only collect what we need in order to provide care and learning for your child.

Personal details that we collect about your child include:

- your child's name, date of birth, address, ethnicity/cultural background, health and medical needs with GP contact details, 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 (including contact details of other family members for emergency contact purposes where relevant).

This information will usually be collected from you directly, either in the registration form or if you provide it to us in writing such as via email.

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 and 11 digit eligibility number.

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

West Hill Pre-School use personal data about you and your child in order to:

- provide childcare services
- 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 apply for Devon County Council funding your child is entitled to
- to process your claim for up to 30 hours free childcare (only where applicable)
- to process claims of any other funding your child may be entitled to
- to keep you updated with information about our service
- to invite you to events such as fundraising events or events involving your child (such as performances or seasonal gatherings)

The lawful basis (i.e. our legal justification) for the processing described above is our obligation to fulfil our contractual arrangements with you relating to the provision of childcare for your child. In some circumstances, we also rely on our legitimate interests to run our setting efficiently and appropriately, and we may also rely on legal obligations such as in relation to accounting, employment and tax purposes.

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 contacting Natalie Taylor in writing.

West Hill Pre-School 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 may also share your data as required with the following recipients:

- Ofsted (during an inspection or following a complaint about our service)
- Devon County Council (required in order to access funding for children attending the Pre-School based upon specified eligibility criteria)

- the government's eligibility checker (required in order to access funding for children attending the Pre-School based upon specified eligibility criteria)
- our insurance underwriter (if applicable in relation to a claim or for example if our insurer requires information relating to your child's medical condition). Our insurance is currently provided through the Early Years Alliance/RSA.
- our online development and learning and journal provider. This is currently Tapestry (www.tapestry.info)
- our accountant (as part of annual auditing activity). This is our Committee Treasurer. Please speak to us if you would like further contact details.
- the school that your child will be attending

West Hill Pre-School will also share your data:

- if we are legally required to do so, for example if required by law enforcement authorities, 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

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 upholding the highest standards of confidentiality.

For example:

- Information is shared on a need to know basis among staff
- All electronic data is stored securely on devices which require passwords to access
- All paperwork is stored in locked filing cabinets and filing is kept up to date.

How long do we retain your data?

West Hill Pre-School retain your child's personal data for up to 1 year after your child no longer uses 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).

Automated decision-making

West Hill Pre-School do not make any decisions about you or your child based solely on automated decision-making.

Your rights with respect to your data

You have the right to:

- request access to data about you or your child
- request that we amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data in some circumstances, 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 in certain circumstances.

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 by email

natalie.taylor@westhillpreschool.com. If you feel it necessary to raise 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 www.ico.org.uk/

Changes to this notice

West Hill Pre-School keep this notice under regular review. You will be notified of any changes where appropriate.