



St Nicolas Playgroup Privacy Notice

Data Controller and Data Protection Officer:

Maria Hirst, new data controller after 25th May 18 to be confirmed Nursery Manager, St Nicolas Playgroup, The Reading Rooms, Taplow Village Centre, Maidenhead, Berkshire, SL6 0EX
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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.

Personal details that we collect about your child include:

- Your child's name, gender, date of birth, address, health and medical needs, development needs, and any special educational needs (Assess, Plan, Do, Review forms completed alongside and agreed by parent)
- Ethnic backgrounds
- Education and Health plan SEND
- Accident reports and bumped head reports
- Existing Injuries report
- Medicine consents and any Health plans that are in place
- 2 and 3-year-old assessments

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.
- We will ask your consent for images of your child
- For funding purposes, we will ask whether you receive any disability allowance, whether you are a family in the Armed Services or whether you receive any other type of income support particularly if you are applying for 2-year-old funding.

St Nicolas Playgroup (Taplow), The Reading Rooms, Taplow Village Centre, Taplow, SL6 0EX

Tel: 07538 491936

Ofsted Registered No.EY240777

Registered Charity No. 1155996



If you apply for up to 30 hours free childcare, we may 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 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 (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 (see *Transfer of Records to School* 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 (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)
- 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?

St Nicolas Playgroup takes the security of your data seriously and we protect unauthorised access to your personal data by:

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- following internal policies and controls which are in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees and/or authorised Subcontractors in the performance of their duties.
- Where St Nicolas Playgroup engages with third parties to process personal data on its behalf, they do so on the basis of written instructions, and under a duty of confidentiality, and are obliged to implement appropriate technical and organisational measures to ensure the security of data is maintained.
- Hard copies of child and parent details are kept in a locked filing cabinet within locked storage.
- The Nursery Manager and Deputy Manager hold data on a USB drive which after use is stored safely within their home office. All child data will be removed from these files on a yearly basis at the beginning of each academic year or inline with our retention guidelines.
- Our Parental Committee also hold minimal child data on the Playgroup laptop this to enable invoicing/forecasting. Committee members are to delete all existing data at the end of their committee term (normally a year's term). Required data is put onto the Committee Laptop for future committee to access.

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 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).
- We will also keep your files for longer if there are any Special Educational Needs – this is up to 21 years

Automated decision-making

We do not make any decisions about your child based 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/

Changes to this notice

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