

10.1b Privacy notice

The Hollies Pre-School

Hazelbadge Road

Poynton

Cheshire

SK12 1HE

Introduction

The Hollies Pre-School is 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 The Hollies Pre-School collect, why we collect it, how we use it and how we protect it.

What personal data do The Hollies Pre-School 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

Where applicable we will obtain child protection plans from social care, health care plans from health professionals. Should your child have any additional needs we will be involved with and keep records of any Early Learning Plans (ELP).

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, email address, home and work address, phone numbers, 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, 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

The Hollies Pre-School 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 (or your nominated contact if you are unavailable) 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 The Hollies Pre-School
- 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.

The Hollies Pre-School has 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 any records around safeguarding to the school that your child will be attending

Who The Hollies Pre-School 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
- the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (only in certain cases for example, if we have a child with an ongoing medical condition for whom we have to administer drugs)
- our setting software management provider Learning Book (for pre school children) and account software provider, Kindersoft
- the school that your child will be attending (any safeguarding documents and ELPs)

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 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.

The Hollies Pre-School will never share your data with any other organisation to use for their own purposes

How do The Hollies Pre-School protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by: ensuring data is stored with appropriate security, either in a lockable filing cabinet, within a lockable office, or encrypted and stored on devices which are also kept locked away when not in use; ensuring personal data is not taken off site; ensuring communication channels in which data is shared digitally utilise appropriate security; and ensuring data is not kept by The Hollies Pre-School for longer than statutory requirements dictate.

How long do The Hollies Pre-School 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 The Hollies Pre-School. 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.

We do not keep any safeguarding records once the child has gone to school (unless they are still attending a/s or breakfast club).

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/

Changes to this notice

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