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## General Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met

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## 35. Privacy Notice

### Ducklings pre-school Privacy Notice

Ducklings Pre-School, Great Notley Community Centre, Great Notley, Braintree, Essex, CM77 7US.

Telephone number 01376 348414

The data protection officer for the Notley Green Community Association is the Chairman Brendan Cassidy

### 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 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 or disability needs

Where applicable we 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, address, home, work and mobile phone numbers, emergency contact details, email addresses 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, or 2 year old funding we will also collect:

- your national insurance number or unique taxpayer reference (UTR), if you are 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 education, health or medical needs of your child whilst at pre-school
- to carry out regular assessments 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 2 year old funding 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 journeys. This will 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 your child will be attending (see Transfer of records to school policy (38)).

## **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 services
- banking services to process direct debit payments
- the Local Authority
- the government's eligibility checker
- our insurance underwriter
- our pre-schools hardware and software management providers
- 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 court, local education authority 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 ours or others rights, property or safety

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:

- Ensuring all relevant documentation is stored in securely locked filing cabinet in the office upstairs.
- Personally protecting PC access, the 'drop box' cloud system we store data on is password protected and the storage is encrypted.

## **How long do we retain your data?**

- We retain your child's personal data, accidents and medication records for 3 years after your child no longer attends the pre-school.
- Records of reportable injuries to children until the child is 21 years
- Records of reportable deaths, diseases or dangerous occurrences to children is 3 years after the date the record was made
- Child protection records, or support services referrals until the child is 25 years
- Records of child protection allegation against an employee for 10 years
- Complaints records until the following Ofsted inspection
- Insurance certificates for 40 years
- Attendance records for 6 years
- Early Education Funding records for 6 years
- Accounting records for 7 years from the date on which they are made
- Your child's learning and development records are maintained by their keyperson and handed to you when your child leaves.

Please read this list alongside our Children's record (36) and Provider record (37) 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, and your child's personal data
- request that we delete or stop processing your, and 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**

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