



**Epsom Playhouse** Pre-School

**EPSOM PLAYHOUSE PRE SCHOOL**

# **Privacy Notice Policy**

## **Children and Parents**

**October 2020**

## Privacy Notice (How we use parents/carers and children's information)

All information that we collect is necessary to meet our contractual and legal requirements as an Early Years Setting, from Ofsted, Local Authorities and the EYFS.

The categories of information that we collect, hold and share include:

- Personal information (such as name, date of birth and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and funding eligibility) for children
- Attendance information (such as sessions attended and number of absences for children)
- Relevant Medical information for children
- Special Educational Needs information for children
- Assessment information for children
- Bank details for adults
- Proof of identity for adults
- Birth certificates/ passports for funding for children
- Details of any accidents / incidents / existing injuries
- Relevant documentation for child protection and safeguarding concerns
- Funding information and details

Why we collect and use this information

We use the data:

- To support children's learning
- To monitor and report on their progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing
- To comply with the requirements of the EYFS and Ofsted
- To ensure children are eligible for funding
- To process preschool fees
- To ensure children's health, safety and wellbeing

The lawful basis on which we use this information

We collect and use pupil information under the Statutory Framework for the Early Years Foundation Stage (given legal force by the Childcare Act 2006), The Limitation Act 1980. By completing and signing the pre-school registration form you are giving consent for us to process yours and your child's personal data for the specific purposes of being part of the pre-school setting. The processing of the information you have provided about yourself and your child is necessary for the contract you have completed in the registration form. We have a legal obligation to process the information provided to comply with the law.

## Collecting Children's Information

Whilst the majority of children's information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

## Storing children's data

We hold children's data such as their registration details, accidents and medication forms etc. until each child has reached the age of 21. Learning and assessment for the children is stored for up to three months after the child has left the setting, and then removed from electronic storage. Parents are able to download or print these themselves at any point up until this time.

## Who we share children's information with

- Department for Education (DfE)
- Schools that the children attend after leaving us
- Our local authority
- Ofsted
- Health Visitors
- Social Workers
- Inclusion teams, SEN panels, funding etc
- Local Children's safeguarding boards / LADO
- Other providers that children attend
- Multi agency professionals working with individual children
- Area SENCO's

## Why we share pupil information

We do not share information about children with anyone without consent unless by law we are obliged to as part of a lawful process/investigation.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of the data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data. For more on information on how this sharing process works, please visit

<http://www.gov.uk/guidance/national-pupildatabase-apply-for-a-data-extract>.

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit

<https://www.gov.uk/government/publications/national-pupildatabase-requests-recvied>.

If you require more information about how we and/or the DfE use this information please visit DfE's website <https://www.gov.uk/data-protection-how->

[we-collect-and-share-researchdata](#) or email us at [info@epsomplayhousepreschool.com](mailto:info@epsomplayhousepreschool.com)

## Requesting access to your personal data

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Abby Stockwell at [info@epsomplayhousepreschool.com](mailto:info@epsomplayhousepreschool.com)

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance at [info@epsomplayhousepreschool.com](mailto:info@epsomplayhousepreschool.com). Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>