



Policy - Privacy Notice

Title: Privacy Notice

Category: Safeguarding Children

Review Date: 30th Aug 2024

Description:

Privacy NOTICE

This Privacy Notice is written by GRACE LUKE , Manager of BURPHAM PRESCHOOL

As a childcare provider, we are required to keep personal data for each child as set out by the Early Years Foundation Stage. This is for both contractual reasons and for Emergency reasons. We are required to inform you of how we both process and store personal data in this setting.

The Information We Collect

At Burpham Preschool we use both digital and paper to store our data, and both are kept securely and away from children and visitors. Babysdays is a secure system and parents can only access their own children's data.

As a child care provider, no unauthorised persons have access to these records and any visitors to the preschool setting sign in and will never be left alone with any confidential information.

How We Use Your Data

Sometimes we may need to share information with other settings to ensure your child is getting the best possible and consistent care. We may also need to share information with the local authority, relating to funding. However, permission is sought for this.

Major safeguarding concerns will be the only occasion we may need to share information without permission. Please see our safeguarding policy for further information. Mostly we use the data in the event of an emergency.

We are covered by the ICO for using the preschool mobile phone to make contact with you and to store your numbers and we also have tablet devices that are used to take photos of your child. These photos are uploaded onto the Babysdays system for you to view and also for use within the preschool. We require permission from parent/carer for photos to be used, and you will be required to sign a permission form for these purposes.

As a child care provider, we must adhere to the Lawfulness of Processing Data, in short any data we need from you must fall into one of the following categories.

1. Consent of the data subject.
2. Processing is necessary for the performance of a contract with the data subject.
3. Processing is necessary for the compliance with a legal obligation.
4. Processing is necessary to protect the vital interests of the data subject.
5. Processing is necessary in the public interest or the controller has official authority.
6. Processing is necessary for the purposes of legitimate interests pursued by the controller or a third party.

The data we are required by law to hold for each child is as follows:

Child's Name.
Child's DOB.
Child's Address and Contact Details.
Parent Addresses (if different) and Contact Details including phone number.
Parental Responsibility.
Legal contact.
Emergency Contact Details.
Allergies / dietary requirements information.
Any other special requirements / needs /medical history details.
Names of people who can collect your child if not yourselves.
Doctor's Name and address, and contact number.

As such the above can be collected in compliance with the principles above; we need this data to abide by our OFSTED registration requirements. Therefore, the data will be necessary under Points 3 and 4 at the very least.

Disclosure

Your information held is secure and held only by the preschool unless we are required to share with a third party such as another child care setting, NEF claims, health visitor, safeguarding complaint, or doctors in the event of an emergency. .

Retention of Data

When your child leaves Burpham Preschool we are required by law to hold onto some data for a long period of time so we cannot destroy these or pass them over to you. Please ask if you would like further information on the retention timescales. You have the right to request any additional data we may hold is either handed over to you or destroyed at your request.

Your Rights

Right to access.

Right to rectification.

Right to erasure.

Right to restriction of processing.

Right to objection.

Right to data portability.

Right to lodge a complaint with the Supervisory Authority.