

Farnsfield 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 we collect, why we collect it, how we use it and how we protect it.

We are registered with the Information Commissioner Office (ICO)

Who is the data controller and who is the data processor?

The pre-school coordinator and members of staff working with your child in pre-school are the data processors as they are the people who will collect your , and your child’s information and maintain these records while your child attends pre-school.

The management committee, working in line with the Local Authority and the Department of Education guidance, are the data controllers. They decide what information needs to be collected and maintained, but do not see individual’s data.

What data do you hold at Pre-school?

We hold information this information on your child or yourself:

* Full name
* Date of Birth
* Address
* Contact phone numbers
* Permission letters that you have signed
* Funding forms for the County Council (this will be include your date of birth and NI number. Your UTR if you are applying for 30 hours funding)
* Occasionally we may have to give refunds so we only hold the account details temporarily
* Paperwork relating to support from external agencies for children with additional needs
* Child development trackers

We hold this data to safely provide child care and education for your child.

We collect this data through registration forms and permission slips.

This information is stored in locked filling cabinets or if electronic in password protected files and access is restricted to members of staff.

Who has access to my data?

In general, the pre-school co-ordinator and members of staff will have access to your data. In the event of an Ofsted inspection, children’s trackers may be viewed by the inspector. In exceptional circumstances e.g. a complaint, where members of the pre-school management committee may be required to investigate, your data may be viewed by members of the complaints committee. Any information that is inconsequential to the complaint will be removed.

Will my data be shared with a 3rd party?

Your data will only be shared with the County Council for funding purposes or external government agencies. We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. It is also a legal requirement to transfer records and certain information about your child to the school that they will be attending.

How long will you keep my data?

The length of time that we keep this data for is dependent on the nature of the information and requirements set by outside agencies. Further details are available on the Pre-school website.

When the data can be destroyed, it is securely disposed of by members of staff.

What about data from Babies and Toddlers Playgroup?

We collect parents contact details and your child’s name and date of birth. This is kept securely at Pre-School and is destroyed when your child leaves Toddlers and Babies goes to school or if you request it to be earlier.

How often will I need to fill in my data?

When your child starts/started pre-school we will ask you to fill in registration forms. We will then send out a copy of your child’s registration form yearly for you to check over to ensure that the data we hold is up to date and correct. You have the right to update/amend your data at any point in the year.

What if I want to see my data?

You have the right at any point to make a request to view your personal data we hold at any time. This is called a Subject Access Request (SAR). We have 40 calendar days in which to respond and to comply to this request. You also have the right to request that we transfer your, and your child’s personal data to another provider.

Changes to this notice

Farnsfield Pre-school keep this notice under regular review. You will be notified of any changes where appropriate.

Policy adopted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of the committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of next review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_