**Tring Stepping Stones Pre-school**

**Privacy Notice**

**Introduction**

Personal data is protected in accordance with data protection laws and used in line with your expectations. This privacy notice explains what personal data we collect, why we collect it, how we use it, the control you have over your personal data and the procedures we have in place to protect it.

When we refer to “we”, “us” or “our”, we mean Tring Stepping Stones Preschool.

**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 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

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, home and work address, phone numbers, emergency contact details, and family details.

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 also process financial information when you pay your childcare fees by chip and pin or direct debit. We may collect other data from you when you voluntarily contact us.

Where applicable we will obtain details of your child’s social worker, child protection plans from social care, and health care plans from health professionals and other health agencies.

We may collect this information in a variety of ways. For example, data will be collected from you directly in the registration form; from identity documents; from correspondence with you; or from health and other professionals

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 that your child will be attending (see *Transfer of Records* policy).

**Why we collect personal data and the legal basis for handling your data**

We use personal data about you and your child in order to provide childcare and early education services and to fulfil the contractual arrangement you have entered into. This includes using your data in the following ways:

1. to support your child’s wellbeing and development
2. to effectively manage any special education, health or medical needs of your child whilst at the setting
3. to carry out regular assessment of your child’s progress and to identify any areas of concern
4. to maintain relevant contact about your child’s wellbeing and development
5. to contact you in the case of an emergency
6. to process your claim for free childcare and early education, if applicable
7. to enable us to respond to any questions you ask
8. to keep you updated about information which forms part of your contract with us
9. to notify you of service changes or issues
10. to send you our e-newsletter

**With your consent, we would also like to:**

1. collect your child’s ethnicity and religion data for monitoring purposes
2. record your child’s activities for their individual learning journal (this will often include photographs of your child). You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.
3. transfer your child’s records to the receiving school when s/he transfers

We have a legal obligation to process safeguarding related data about your child should we have concerns about her/his welfare.

**Who we share your data with**

As a registered childcare provider in order to deliver childcare services it is necessary for us to share data about you and/or your child with the following categories of recipients:

1. Ofsted, when there has been a complaint about the childcare service or during an inspection
2. banking services in order to process chip and pin and/or direct debit payments
3. the local authority, if you claim up to 30 hours free child care
4. the governments eligibility checker as above, if applicable
5. our insurance underwriter, where applicable

We will also share your data:

1. if we are legally required to do so, for example, by a law enforcement agency, court
2. to enforce or apply the terms and conditions of your contract with us
3. to protect your child and other children; for example, by sharing information with medical services, social services or the police
4. with the school that your child will be attending, when s/he transfers, if applicable

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 adhering to the procedures set out in our Confidentiality, Recording and Sahring Information and and Client Access to Records policy. We keep all records securely in a locked filing cabinet at the setting, all staff have access to the locked cabinet on a need to access basis.

Please also refer to our :

Safeguarding young children and vulnerable adults policy

Parental Involvement policy

Information Policy

**How long do we 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 our setting. Medication records and accident records are kept for longer according to legal requirements. Your child’s learning and development records are maintained by us, these are handed either to you when your child leaves our setting, or in the case of children moving on to school nursery/reception, are passed on to the school to return to you as part of the transition process.

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 (see our Children’s and Provider Records policies).

**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 www.ico.org.uk Please refer to our Complaints Policy

**Changes to this notice**

We will keep this notice under regular review. Any changes to this notice will be shared with you so that you may be aware of how we use your data at all times.

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| --- | --- | --- |
| Date to be reviewed | July 2024 |  |
| Signed on behalf of the management committee |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair/owner) |  | |

|  |  |  |
| --- | --- | --- |
| Staff name | Date | signature |
| Lucy Brittain |  |  |
| Nicola Poulton |  |  |
| Nicola Reynolds |  |  |
| Kim Smith |  |  |
| Jo Davis |  |  |

July 2023 – Added line about Learning Journals being transferred to schools. Amened references to childcare to ‘childcare and early education’ as per PSLA policy. Added line to ‘why’ section detailing that sharing information “forms part of your contract with us”. Added full title of Confidentiality policy. Deleted duplicate ‘why’ section.