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## **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 ensure the needs of all children are met.

### **10.1b Privacy notice**

**Please retain this document for your information**

#### **Little Fingers Pre-school's Privacy Notice**

Little Fingers's Pre-school, The Gospel Hall, Vernham Dean, Andover, Hampshire SP11 0LD
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Data Protection Officers:
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Leanne Shuttleworth - Pre-school Manager
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Olivia Duckney - Administrative Assistant
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#### **Introduction**

At Little Fingers Pre-school, 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 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.

Where applicable we will 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, home and work address, phone numbers, emergency contact details, 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, we will also collect:

- your national insurance number or unique taxpayer reference (UTR), if you're 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 educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment 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 (only 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 record. This may 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 that your child will be attending (see *Transfer of Records* policy).

### **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 service
- banking services to process direct debit payments
- the Local Authority (where you claim up to 30 hours free childcare)
- the government's eligibility checker (as above)
- 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 a court 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 our rights, property or safety
- we transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

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 regularly carrying out a data audit and destroying data as per our Children's and Provider Records policies.

All current personal data (electronic and paper) is kept at the pre-school in a securely locked filing cabinet. All other personal data (electronic and paper) is stored at the Data Protection Officer's home address, in a securely locked filing cabinet, in the attic of her house.

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

We retain your child's personal data (Registration Forms) for up to 3 years after your child no longer uses our setting. Medication records and accident records are kept until the child reaches the age of 21 years and 3 months. Your child's learning and development records are maintained by us and handed to you when your child leaves. The on-line learning journals (Tapestry) are transferred to the child's new setting or primary school. The on-line records are then removed and deleted from Tapestry.

In some instances (child protection, or other support service referrals) we are obliged to keep your child's data for longer - until the young person reaches the age of 25 years (see our Children's and Provider Records policies).

### **Automated decision-making**

We do not make any decisions about your child based on automated decision-making.

### **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 have 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.

All our policies are available on our website [www.vernhandeanpreschool.com](http://www.vernhandeanpreschool.com)

**I have read, understood and I agree to this privacy notice**

Signature	
Print	
Date	

This policy was adopted by

Little Fingers Pre-school

On

Date to be reviewed

March 2021

Signed on behalf of the provider

Name of signatory

Andrew Neal

Role of signatory (e.g. chair, director or owner)

Chair