

## **PRIVACY NOTICE**

At Little Oaks Pre School, we take privacy seriously and are committed to ensuring your 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. This includes when any personal data we hold is destroyed.

### ***What personal data we collect***

We collect personal data about you and your child in order to register or enrol your child at Little Oaks Pre-School. Personal data that we obtain about you / your child can include name, date of birth, email address, address, telephone number, mobile number, employment details, recent utility bills and birth certificate. We ask you to provide telephone numbers of those you authorise us to contact in case of an emergency or if you give others authority to collect your child. We will also ask for information about who has parental responsibility for your child.

Where applicable, we will obtain child protection plans from social care and health care plans from health professionals.

We collect attendance information on your child such as sessions attended. We also collect assessment information on your child.

If you choose to pay your fees through the Tax Free Childcare Scheme, we retain your Tax Free Childcare Reference Number in order to identify payments. We offer the option to pay for fees via Direct Debit and will invite you to complete an online mandate with your bank details.

In addition, we ask you to provide details of ethnic origin, religion and language. Medical, dietary and any additional needs information on your child is also required. Photographs of your child and family are requested.

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

We use the personal data collected to register or enrol your child(ren) at Little Oaks Pre-School. We then use the data in the following ways:

- to place a child into a specific cohort and monitor attendance
- to seek funding from NCC once a child becomes eligible
- to maintain contact and correspond with parents regarding individual children, groups of children or pass on information relevant to the children in our care. This may include details of forthcoming events that will be of interest to families attending or registered at Little Oaks.
- to ensure staff meet the specific needs of individual children
- to track and support child development and monitor and report progress
- to ensure safeguarding and welfare requirements are met
- parent information is used for billing purposes.

We collect information regarding ethnic origin, religion and language at enrolment so that we can meet the needs of your child and provide a diverse range of resources and experiences in order to provide an inclusive environment.

Photographs of your child are requested in order to make peg name badges, name cards for when they arrive at Little Oaks and to help children organise their own belongings and register themselves using their name cards.

Digital photographs of children are taken during the sessions in order to support observations on the Tapestry Learning Journal.

With your consent, the Fundraising Team may also contact you to inform you of events run by the setting.

### ***Who we share your data with***

In order to provide care for your child we sometimes work with outside agencies. In any circumstances where this is the case, parents are always notified in advance or made aware of the involvement. Under these circumstances data could be shared with the following professionals:

- Speech therapists
- Paediatricians
- Health visitors
- Special Educational Needs support workers
- Occupational therapists
- Primary schools (in relation to transition)

If your child is funded, we are required to share information with the Local Authority.

We will also share the data if we are legally required to do so, for example, by a law enforcement agency or court.

We will never share your data with any organisation to use for their own purposes apart from those organisations named above.

### ***How do we protect your data?***

We take the security of your personal data seriously. We have internal policies in place and strict controls to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed and to prevent unauthorised access.

We will only pass your personal data to a third party or allow access if they have signed a contract that requires them to:

- comply with the requirements of data protection laws;
- only use the data for the purpose(s) for which it was supplied;
- comply with a duty of confidentiality and
- implement appropriate technical and organisational measures to ensure the security of your data.

### ***Where do we store your data?***

All data you provide to us is stored on secure servers and access is password protected. We also store hard copy data in locked cabinets.

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

Children's records, including registers and medication record books, are retained for three years after they have left the setting. Records relating to an accident or a child protection matter are kept until the child reaches 21 years of age as specified by the Statutory Framework for the Early Years Foundation Stage.

Expression of Interest forms are retained until a Registration form is completed. Anyone not following an Expression of Interest with a Registration at Little Oaks will be contacted and if they no longer want to proceed with a Registration, their details will be destroyed. Equally, anyone not following a Registration form with an Enrolment at Little Oaks will be contacted to confirm if they require a place at the setting. All Registration forms will be retained until the cohort leaves the setting.

All records are kept in a secure place.

Any digital photos of children taken by the setting will be deleted automatically after one month.

No photos of children will be stored on any devices for more than a month. Photos on the Parents section of the website will only appear for as long as the child attends the setting.

Any printed photos given to the setting by parents or printed from digital during the child's time at the setting will be destroyed on leaving.

At the end of your child's time at Little Oaks, any bank mandates will be cancelled.

### ***Your rights with respect to your data***

As a data subject, you have a number of rights. You can:

- request to access, amend or correct the personal data we hold about you or your child
- request that we delete or stop processing your personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your personal data to another person.

If you wish to exercise these rights at any time, please contact the office: [office@littleoakspreschool.co.uk](mailto:office@littleoakspreschool.co.uk) or call 01280 840201.

We keep this notice under regular review and it runs alongside our Data Protection Policy which can be found on our website [www.littleoakspreschool.co.uk](http://www.littleoakspreschool.co.uk).

If you are concerned about the way your data is handled and remain dissatisfied after raising your concern with the setting, 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 at <https://ico.org.uk/>