

## Privacy Policy

Cranborne Pre-school takes your privacy seriously, and in accordance with the General Data Protection Regulation, we will commit to the following:

We record and share information about children and their families in line with the six principles of the General Data Protection Regulations (GDPR) (2018), the six principles state that personal data must be:

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject.
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against accidental loss, destruction or damage, using appropriate technical or organisational measures.

### **How we collect information for you**

When you send your child/ren to Cranborne Pre-school, we receive information about you and any children who attend in a number of different ways.

You may give us the information. This may happen when you:

- Apply for, or we offer you, a place at Cranborne Pre-school;
- When you let us know about a change in your personal circumstances (for example, if you change your name when you get married or move house).

We may receive it from another organisation, for example, should we be required to work with Social Services.

### **How we use your personal information**

We use information that we have about you and your children for business purposes. These purposes generally fall into the following areas.

1. **Administration** – this applies to past, current and potential future children and their parents/guardians.

The types of personal information we collect and use include:

- The personal details of your child;
- The payment of fees due;
- Details of the child's family (so we can contact you in case of an emergency);
- Medical information (so we can cater for any special needs);

- Ethnic background of your child (this is collected by Dorset County Council as part of the process to obtain Nursery Education Funding for your child). This is also used when we apply for grants and funding from Government bodies;
- Parents' National Insurance Number for 30 hour funding.

Cranborne Pre-school is required to hold and use this personal data in order to comply with the statutory framework of England, Ofsted, the Department of Education and our Local Authority early years team.

2. **Provision of Education** – this applies to past, current and potential future children and their parents/guardians.

We use this information to ensure that your child's development needs are catered for. We use an online learning journal (Tapestry) and they have their own Data Protection Regulations and are a secure site. Cranborne Pre-school will give all parents the opportunity to have a pdf copy and once a child has left the Pre-school they will remove them from Tapestry.

### 3. Keeping you informed

We use this information to keep you updated about events at Pre-school (for example, to let you know about events and changes to schedules).

The type of information we collect and use include:

- Email address so we can email you with updates  
(Note: this is optional, and you can opt out of receiving email updates/newsletters at any time)
- Website – we ask parents to give us permission for their child/ren to be used on the website and in marketing brochures. We will change the photographs on the website and marketing brochures after 3 months when the child left Pre-school.

### How long we keep personal information

We are required to keep certain personal information including registers, medication record books and accident record books pertaining to the children for at least 3 years after the child has left Cranborne Pre-school (sometimes much longer). This is in order to comply with 'Early Years Foundation Stage Welfare Requirements' (given legal force by Childcare Act 2006) and other legislation (for example, Limitation Act 1980/The Statute of Limitations (Amendment) Act 1991).

### Who we share personal information with

Generally we only use your information within Pre-school. There are some occasions when we need to share personal information about you and/or your child/ren with third parties. These are:

- If you chose to pay for Pre-school sessions using vouchers (for example, Childcare vouchers) we will share the minimum amount of your personal information necessary with the voucher scheme operator so they can identify you and make the appropriate payments to Pre-school on your behalf;
- If your child is entitled to Nursery Education Funding, we are required to share your personal details with Dorset County Council in order to identify your child and prove entitlement to funding;
- Every now and again, we receive requests for information from schools, government departments, the police and other enforcement agencies. If there is a proper legal basis for sharing your personal information, we will provide it to the organisation that is asking for it;

- We may on occasion use your personal information for the recovery of overdue fees;
- In case of an emergency, we may need to share with the emergency services details of your child including details of any medical conditions as provided to us by you.

**Our commitment to you**

We will process your personal information in line with the Data Protection Act. This means that we will:

- Only collect and hold information about you which we need for some reason;
- Keep your personal information up to date and accurate (to help us do this, please let us know if any of your details change);
- Take appropriate steps to protect your personal information from being used without permission, or illegally, and to safeguard your rights; and
- Destroy your information in a secure way once we no longer need it.

**What rights you have over your personal information**

You have certain rights over your personal information. Most importantly, you have a right to ask for a copy of all the personal information we hold about you but there are some legal exceptions to this, such as information which is confidential to Cranborne Pre-school. If you would like a copy of your personal information, you should contact our Manager Kerry Goodwin. We will process your request under the terms of our Confidentiality and Client Access to Records Policy.

This Policy was adopted on .....*25<sup>th</sup> May 2018*.....

Signed on behalf of the Committee .....*Karen Richardson ... (Treasurer)*.....

Date to be reviewed .....*25<sup>th</sup> May 2019* .....