

# Stretton Pre-School – Privacy Notice

## Introduction

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.

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.

## The categories of children's information that we collect, hold and share include:

- Personal information (such as name, date of birth and address)
- Characteristics (such as gender, ethnicity, language, nationality)
- Attendance information (such as sessions attended, number of absences, absence reasons)
- Relevant medical information (such as conditions that may require treatment during session times, allergies, dietary requirements)
- Assessment information and development needs
- Information about any special educational need
- 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, who you authorise to collect your child and any court orders pertaining to your child.

In addition to child data, personal details that we collect about parents and carers 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 New Child Registration Forms.

If you apply for up to 30 hours free childcare, we will also collect:

- your date of birth and national insurance number. We may also collect information regarding benefits and family credits that you are in receipt of.

## Why we collect and use this information

We use the 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:

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- to support the child’s learning, wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to provide appropriate pastoral care
- to contact you in case of an emergency
- to monitor and report on the child’s progress, both internally and to Cambridgeshire County Council
- 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 (where applicable)
- to keep you updated with information about our service
- to assess the quality of our services
- to comply with the law regarding data sharing
- to comply with the requirements of the Early Years Foundation Stage Statutory Framework (2017)

With your consent, we will also record your child’s activities for their individual on-line learning record using Tapestry. 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).

## The lawful basis on which we use this information

We collect and use children’s information under the Early Years Foundation Stage Statutory Framework (2017), the Data Protection Act (1996) and the GDPR (2018).

## Collecting children’s information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

## Storing personal data

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed. We retain your child’s personal data for 3 years after your child no longer uses Stretton Pre-School, or until our next Ofsted inspection after your child leaves our setting.

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All documents regarding medication, accident, incident and existing injury records are kept for 21 years according to legal requirements.

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).

After these retention periods records are shredded by a professional data shredding company.

## Who we share children's information with

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Early Years settings children attend in addition to Stretton Pre-School
- schools and settings that the children attend after leaving us
- our local authority (including for claiming free childcare as applicable)
- the Department for Education (DfE)
- Ofsted – during an inspection or following a complaint about our service
- our setting software management provider (Parenta)
- the Cambridgeshire Multi-Agency Safeguarding Hub
- Health Care professionals (for example consultants, health visitors, GPs)

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 Stretton Pre-School
- to protect your child and other children; for example by sharing information with social care or the police
- it is necessary to protect our/or others 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

## Why we share children's information

We do not share information about children with anyone without consent unless the law and our policies allow us to do so.

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## Requesting access to your personal data

Under data protection legislation, parents and children have the right to request access to, amend or correct information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact [Stretton.preschool@yahoo.co.uk](mailto:Stretton.preschool@yahoo.co.uk)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.

## Our contact details

Stretton Pre-School, Amenity Centre, Main Street, Yaxley, Peterborough. PE7 3LU. Tel 01733 248048  
Stretton @ Fourfields, Community Building, Bentley Avenue, Yaxley, Peterborough. PE7 3ZT. Tel 01733 746521  
Website: [www.stretton-pre-school.co.uk](http://www.stretton-pre-school.co.uk)  
email: [Stretton.preschool@yahoo.co.uk](mailto:Stretton.preschool@yahoo.co.uk)

# Stretton Pre-School – Privacy Notice

**Please complete and return this page only to Stretton Pre-School as soon as possible**

I confirm that I have received, read and accept the terms and conditions set out in the Stretton Pre-School Privacy Notice.

Parent/carer name (please print): .....

Parent/carer signature: .....

Child's name: .....

Date: .....