



PRIVACY NOTICE

This Privacy Notice is written by Sue Baxter & Rachel Armour , owners of Acorn to Oak Pre-School, at Kingston Rugby Club Hook Road ,Chessington ,Surrey ,KT0 1PL

As a Pre-School we are required to keep personal data for each child as set out by the Early Years Foundation Stage. This is for both contractual reasons and also for Emergency reasons. We are required to inform you of how we both process and store personal data in our setting.

The Information we collect

In our setting we are paper based and online, all records are stored securely within one of the 2 (named above) owners homes in a filing system. We do use a Facebook group for all news relating to our setting, and use emails for invoices, policies and permission. No unauthorised people have access to these records. Please refer to my policies for further information.

How we use your data

Sometimes we may need to share information with other settings to ensure your child is getting the best possible and consistent care. However permission is sought for this. Major safeguarding concerns will be the only occasion we may need to share information without permission. Please see our safeguarding policy for further information. We use data to enter into a legally binding contract with each family, and also to use in the event of an emergency.

We are covered by the ICO for using the pre-School mobile phone to make contact with you and to store your numbers and also to take photos of your child. Photos are deleted as soon as possible, always within the same day as taken. Our phone is fingerprint protected.

Once a child leaves our setting the only data we will keep will be the ones required by law, please see our GDPR Policy. You will take some data away with you and anything else non statutory can be destroyed at your request.

As a Pre-School setting we must adhere to the Lawfulness of Processing Data, in short any data we need from you must fall into one of the following categories.

1. Consent of the data subject
2. Processing is necessary for the performance of a contract with the data subject.
3. Processing is necessary for the compliance with a legal obligation.
4. Processing is necessary to protect the vital interests of the data subject.
5. Processing is necessary in the public interest or the controller has official authority.
6. Processing is necessary for the purposes of legitimate interests pursued by the controller or a third party.

The data are required by law to hold for each child is as follows:

Child's Name

Child's DOB

Child's Address and Contact Details

Parent Addresses (if different) and Contact Details including phone number

Parental Responsibility

Legal contact

Emergency Contact Details (2 people not including parents)

Allergies / dietary requirements information

Any other special requirements / needs / medical history details

Names of people who can collect your child if not yourselves

Dr Name and address, and contact number

As such the above can be collected in compliance with the principles above; We need this data to put a contract together to make it legally binding, and to abide by our OFSTED registration requirements. Therefore the data will be necessary under Points 3 and 4 at the very least.

Disclosure

Your information held here is secure and held only by ourselves unless we are required to share with a third party such as another childcare setting, NEF claims, health visitor, safeguarding complaint, or Drs in the event of an emergency. Please refer to our policies and permissions for further information.

Retention of Data

When your child leaves are setting you are entitled to take all data relating to your child's progress. We are required by law to hold onto some data for a long period of time so we cannot destroy these or pass them over to you. Please ask if you would like further information on the retention timescales. You have the right to request any additional data we may hold is either handed over to you or destroyed at your request.

Special Category Data

Special Category Data in the Early Years sector includes:

- . Race
- . Ethnic Origin
- . Religious or philosophical Beliefs

We can no longer process the 3 categories of data listed above unless explicit consent is given. You must be able to opt in to these questions by signing below each category. Please circle if you give or do not give permission in each instance. Please understand you can withdraw consent for us to hold this information at any time.

I give/ do not give permission for (setting name) to record (child's name) race

_____ Parent Signature

_____ Date

I give/ do not give permission for (setting name) to record (child's name) ethnic origin

_____ Parent Signature

_____ Date

I give/ do not give permission for (setting name) to record (child's name) religious or philosophical beliefs.

_____ Parent Signature

_____ Date

Your Rights

- . Right to access
- . Right to rectification
- . Right to erasure
- . Right to restriction of processing
- . Right to objection
- . Right to data portability
- . Right to lodge a complaint with the Supervisory Authority.