



# HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

## PRIVACY POLICY

Staff/Parent Pack

DATA PROTECTION OFFICER - JACKIE BARGE

Here at Humpty Dumpty 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 also ask for information about has parental responsibility for your child and any court orders pertaining to your child.

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Personal details that we collect about you include:

- Your name, date of birth, home 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 Humpty Dumpty Pre-school.
- 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
- To keep you updated with information about Humpty Dumpty Pre-school.

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.

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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 details 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 Humpty Dumpty Pre-school
- The Local Authority
- The governments eligibility checker
- 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 Humpty Dumpty 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 rights, property or safety.
- I transfer the management of the setting, in which case, we disclose your personal data to the prospective buyer so they may continue the service in the same way.

### **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:

- All data is stored in a locked fire cabinet

Privacy Policy cont.....

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

We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves the setting. Medication records, and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and handed to you when your child leaves.

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)

### **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 me. If you 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 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)

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### **Changes to this notice**

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

This policy was renewed and updated in September 2020  
It will be reviewed annually