



Welbourn Wonderbugs Preschool GDPR Data Protection Privacy Notice

About us (who is collecting your information?)

Welbourn Wonderbugs Preschool is the data controller of the personal information you provide to us. This means preschool determines the purposes for which, and the manner in which, any personal data relating to children and their families is to be processed.

In some cases, your data will be supplied or outsourced to a third party processor; however, this will only be done with your consent, unless the law requires Welbourn Wonderbugs Preschool to share your data. Where we supply outsource data to a third party processor, the same data protection standards are imposed on the processor.

Yvonne Poole is our data protection officer. Her role is to oversee and monitor our data protection procedures, and to ensure they are compliant with the General Data Protection Regulations (GDPR). He can be contacted on Tel 01400 279168 or at welbourn.preschool@gmail.com

Why do we collect and use your information?

Welbourn Wonderbugs Preschool holds the legal right to collect and use personal data relating to children and their families, and we may also receive information regarding them from their previous provider pre-school/childminder or L.A .

The Lawful basis we use to collect and use personal data is Legal obligation as set out in the GDPR and UK law, including those in relation to the following:

- General Data Protection Regulations (GDPR) 2018
- Human Rights Act 1998
- The Statutory Framework of the Early Years Foundation Stage 2017
- Working to safeguard children 2018
- SEND
- Early Years Entitlement

The personal data of children and their families is collected and used for the following reasons:

- To Contact you in the case of an emergency
- To support children's learning
- To claim and use statutory funding entitlements
- To monitor and report on children's progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing

- To safeguard children

What is being collected?

The categories of information that we collect, hold and share includes the following:

- Personal information – e.g. contact details, medical and medication needs
- Characteristics – e.g. ethnicity, language, nationality, country of birth
- Attendance and booking information – e.g. days and times attended number of absences and absence reasons
- Assessment information – Children's interests and developmental progress
- Who has parental responsibility

Whilst the majority of the personal data you provide to us is mandatory, some is provided on a voluntary basis. When collecting data we will inform you whether you are required to provide this data or if your consent is needed. Where consent is required we will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

Who do we get it from?

Welbourn Wonderbugs Preschool will gather the required information from parents or carers when you register your child with the childminding services.

Welbourn Wonderbugs Preschool may receive information from other childcare providers, if consent has been given by the person who holds parental responsibility or, in some cases, without consent where we are legally required by law.

Who will it be shared with?

In order to deliver childcare services Welbourn Wonderbugs Preschool will also share your data as required to the following recipients:

- Ofsted during an inspection or following a complaint about our service
- Banking services to process payments
- The Local Authority to process your Early Years Entitlement
- Governments eligibility checker/hub
- The school your child will be attending

We will also share your data with third parties if:

- We are legally required by law
- To protect your child and other children
- To protect our rights or the rights of others
- Transfer the ownership of the setting

How long will we keep it?

In accordance with the GDPR, Welbourn Wonderbugs Preschool does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected. However, some information such as Accident, Incident and Safeguarding documents along with the relevant registers have to be kept for a number of years after your child has left Welbourn Wonderbugs Preschool. These documents will be archived and kept securely until such time as we can legally dispose of them

How do we keep it safe?

The Preschool prevent unauthorised access to your data and prevents it from being lost, accidentally destroyed, misused or disclosed by:

- Keeping all confidential information in a locked filing cabinet and limiting access.
- Password protected IT systems
- Staff trained to be aware of their data protection responsibilities.
- Policies and procedures which outline safe working practices that follow the data protection regulations.

What are your rights?

Parents/guardians have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how we use your personal data.
- Request access to the personal data that we hold.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

How to make a complaint

If you have a concern about the way in which we collect or use your personal data, you can raise a concern with the Information Commissioner's Office (ICO) who can be contacted on:

Telephone: 0303 123 1113, Monday-Friday 9am-5pm. (excluding Wednesday afternoons when ICO deliver training)

Where can you find out more information?

If you would like to find out more information about how we collect, use and store your personal data, please do not hesitate to ask.

This policy has been adopted by Welbourn Preschool

Signed on behalf of the setting:

Chairperson

Secretary

Date

Review Date

October 2020

October2021