

## Wendens Ambo Pre-School

### 10.0 Information and Records

#### 10.1b Privacy notice

##### Wendens Ambo Pre-School (CIO) Privacy Notice

Wendens Ambo Pre-School (CIO)  
Wendens Ambo Village Hall  
Royston Road, Wendens Ambo, CB11 4JX

Our data protection officer is Mrs Sandra Budd

#### Introduction

Wendens Ambo Pre-School is committed to ensuring that any personal data we hold about you and your child is protected in accordance with current 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 will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- your name
- home and work address
- phone numbers
- email addresses
- 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 in which you are in receipt.

### **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 with us. 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 while they are at our setting
- 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 keep you updated with information about our setting and the services provided

- to process your claim for up to 30 hours free childcare (only where applicable)

With your consent, we will also record your child's activities for their individual Learning Journey, including photographs of your child. You will have the opportunity to withdraw your consent at any time for photographs 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 our *Transfer of Records* policy).

### **Who we share your data 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 our service
- banking services to process payments
- the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- 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;
- we need to enforce or apply the terms and conditions of your contract with us;
- we need 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

We will never share your data with any other organisation to use for their own purposes.

### **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:

Storing data in a locked filing cabinet in a locked office at the Setting or by password protecting data on the hard drive of a personal computer, only accessible by senior management.

### **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 our setting.

Your child's medication records and accident records are kept for longer according to legal requirements. Your child's learning and development journals 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 child's personal data or your personal data
- request that we delete or stop processing your child's personal data or your personal data where, for example, the data is no longer necessary for the purposes of processing; and
- request that we transfer your child's personal data and your 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 us by email ([manager@wendensambopreschool.co.uk](mailto:manager@wendensambopreschool.co.uk)) or in writing to Wendens Ambo Pre-School, Village Hall, Royston Road, Wendens Ambo, CB11 4JX. Once we have received your request we will respond within 30 days.

If you have concerns about the way your data is handled and remain dissatisfied after raising your concern with us in writing and our response to you, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk](https://ico.org.uk).

**Changes to this notice**

We keep this notice under regular review and you will be notified of any relevant changes within our regularly communications to you.