

# St. Mary's Pre-School Playgroup

## Privacy Notice for Parents

### Privacy notice for parents / carers, visitors and volunteers

Under data protection law, individuals have a right to be informed about how we use any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about children who attend the pre-school.

We, St. Mary's Pre-School Playgroup, are the 'data controller' for the purposes of data protection law. In some cases, your data will be outsourced to a third party processor; however, this will only be done if the law required that we share your data.

### Who processes your information?

The pre-school is the data controller of the personal information you provide to us. This means the pre-school determines the purposes for which, and the manner in which, any personal data relating to children and their families is to be processed. [Mrs.White / Mrs.Goddard](#) as Manager and Deputy are to oversee and monitor the data protection procedures, and to ensure they are compliant with the GDPR.

### The personal data we hold

Personal data that we may collect use, store and share (when appropriate) about children includes, but is not restricted to:

- Personal information (such as name, address and contact details, contact preferences, date of birth)
- Characteristics (such as ethnic background, language, nationality, country of birth, or special educational needs)
- Health and medical information such as dietary requirements, medication details and mental health conditions.
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Progress Reports and child profile records
- Behaviour information
- Safeguarding information, Child Protection reports and disclosures
- Details of any support received, including care plans and support providers

- Permission information (such as photographs and videos, social media, collected for pre-school procedures)
- We may hold data about children that we have received from other organisations, including information passed on when transferring from another pre-school or local authority.

## **Why do we collect and use children's information?**

We collect and use children's information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)C and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

We use a child's data to:

- Support child learning
- Provide appropriate pastoral care
- Protect child welfare
- Monitor and report on child progress
- Assess the quality of our services
- Comply with the law regarding data sharing

## **Our legal basis for using this data**

We only collect and use children's personal data when the law allows us to and in accordance with ICO's guidance on the lawful basis for processing.

Most commonly, we process it where:

- We need to comply with a legal obligation, such as with reference to medial conditions or for safeguarding purposes
- We need it to perform an official task in the public interest, for example, where it relates to a child's educational progression

Less commonly, we may also process children's data in situations where:

- We have obtained consent to use it in a certain way, such as photographs or videos
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use a child's personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using children's personal data overlap, and there may be several grounds which justify our use of this data.

## **Collecting this information**

While the majority of information we collect about children is mandatory, there is some information that can be provided voluntarily. In order to comply with the General Data Protection Regulation, we will make it clear whether providing it is mandatory or optional.

## **How we store this data**

We keep personal information about children while they are attending our pre-school. We may also keep it beyond their attendance at our pre-school if this is necessary in order to comply with our legal obligations.

## **How long is your data stored for?**

Personal data relating to children and families while they are attending our pre-school is stored in line with the pre-school's GDPR Data Protection Policy.

In accordance with the GDPR, the pre-school 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.

## **Who we share children's information with**

We do not share information about children with any third party without consent unless the law and our policies allow us to do so. Where it is legally required or necessary (and it complies with data protection law) we may share personal information about children with:

- Schools that the children attend after leaving us
- Our local authority (to meet our legal obligations to share certain information such as a safeguarding concern)
- The child's family and representatives
- Our regulator e.g OFSTED
- Health authorities, health and social welfare organisations
- Professional advisers, bodies and consultants
- Police forces, courts, tribunals

## **Other information we collect and hold**

The categories of other information that we collect, hold and share include:

- Parents' and carers information such as name, address, contact information, relationship to the child...
- Visitor information, such as name and purpose of visit
- Volunteers' information such as name, address, contact information, DBS certification.

## **Why we collect and use this information**

### **Parents' information is collected so that:**

- We can communicate with you about your child in relation to things such as health and well-being, attendance and behaviour
- Send you important information about the pre-school
- Provide you with access to tools and services we use in pre-school such as parent payment systems and communication applications

### **Visitors volunteer information is collected so that:**

- We have a record of who is and has been in the building, for health, safety and operational purposes;
- We know whether a visitor can be unaccompanied in areas where children are present
- We have a record of official visits (such as inspectors or maintenance)

## **The lawful basis on which we use this information**

- Parents: 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 data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this;
- Visitors/Volunteers; As a visitor or volunteer the information that you provide to us is voluntary. However, we may restrict access to the pre-school if the information is not provided.

## **Storing this information**

Personal data relating to parents/carers, visitors and volunteers is stored in line with the pre-schools GDPR Data Protection Policy. The pre-school follows the retention schedule taken from the 'Toolkit for Schools' published by the Information and Records Management Society.

In accordance with the GDPR, the pre-school 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.

## **Who we share this information with**

We routinely share this information with:

- Parents; we will share your information with members of staff, other agencies and, where you have agreed, with third-party processors who provide services to the pre-school;

- Visitors/Volunteers; your information will not be shared unless requested by an external agency in the course of a health and safety incident or in the investigation of a crime.

## **Requesting access to your personal data**

Under data protection legislation, parents/carers and children have the right to make a 'subject access request' to gain access to personal information that the pre-school holds about them. To make a request for your personal information, or to be given access to your child's profile records, contact Mrs. White or Mrs. Goddard.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

If you would like to make a request, please contact our office and ask for [Mrs.White](#) or [Mrs.Goddard](#) on 020 8 462 7663.

## **Other rights**

Under data protection law, individuals have certain rights as to how their personal data is used and kept safe, including the right to;

- Object to the processing of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
  
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the Data Protection Regulations

To exercise any of these rights, please contact [Mrs.White](#) or [Mrs.Goddard](#) (Data Protection Officers).

## **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact [Mrs.White](#) or [Mrs.Goddard](#) [stmaryspreschoolplaygroup@btconnect.com](mailto:stmaryspreschoolplaygroup@btconnect.com)

This notice is based on the Department for Education's model privacy notice for parents and to reflect the way we use data in this pre-school.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/conerns/>