

# Worlingham Pre-School's Privacy Notice

Worlingham Pre-School  
Garden Lane, Worlingham Beccles Suffolk. NR34 7SB

Data Protection Co-ordinators:  
Angie Gurney: Manager      Gail Reynolds: Assistant Manager

## Introduction

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, who your child lives with, health and medical needs, development needs, and any special educational need

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 address, phone numbers, emergency contact details, and family details (whether working with/or help from any agencies e.g. family support/health visitor).

This information will be collected from you directly in the application/registration form.

If you apply for up to 30 hours free childcare of universal or extended government funding, 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 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 process your claim for up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service

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.

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/setting that your child will be attending (see *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 chip and pin and/or direct debit payments (as applicable)
- the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our setting software management provider (if applicable)
- the school/setting 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 us;
- to protect your child and other children; for example by sharing information with social care or the police;

- it is necessary to protect our/or others rights, property or safety
- we transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

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:

Keeping it locked in an alarmed secure building and in a locked cabinet.
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### **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. 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 or passed on to your child's next setting where they will give it back to you.

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).

### **Automated decision-making**

We do not make any decisions about your child based solely on automated decision-making. Or explain details if this is the case.]

### **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 us. 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 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/](http://ico.org.uk/)

### **Changes to this notice**

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

## Employees Privacy Notice:

Worlingham Pre-School  
Garden Lane, Worlingham, Beccles, Suffolk. NR34 7SB

Data protection officers are: Angie Gurney (Manager) Gail Reynolds (Assistant Manager)

### Introduction

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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 to manage the employment relationship you have with us.

Personal details that we collect about you includes:

- your name, address, date of birth, gender, telephone number, emergency contact details
- your marital status and dependants
- work and employer history, qualifications and training
- your membership of any professional bodies
- your bank account details, National Insurance number, and tax code
- information on health and medical conditions
- your right to work in the UK
- your criminal record
- information about you in order to comply with the Disqualification by Association Regulations (only if applicable)
- your work pattern and periods of leave
- concerns, complaints (only if applicable)
- performance related data
- informal and formal action taken, warnings and related correspondence (only if applicable)
- equal opportunities monitoring

We collect this information from your application form/CV, starter forms, copies of documents you provide, during meetings held with you and through other correspondence (if relevant). We may also collect information from third parties, references from previous employers and criminal record checks from the DBS.

### Why we collect this information and the legal basis for handling your data

We use personal data about you in order to fulfil the employment contract you have entered into. This includes using your data to:

- fulfil the terms of our employment relationship with you
- pay your salary

We also process your personal data in line with our legitimate interest for the following reasons:

- maintain accurate records, including emergency contact details
- to implement our employment policies and procedures and keep appropriate records
- to keep record of absences
- to ensure effective management of employee related issues
- planning, management and forecasting regarding the setting

We also process certain categories of data to comply with legal obligations. This includes:

- information on health and medical conditions
- information relating to criminal records
- certain types of leave for example sickness, maternity, paternity, etc., and to make appropriate payments

With your consent we may wish to take photographs of you to promote the setting. If this is the case we will ask for your consent in writing and provide further details. You will also have the right to withdraw your consent at any time.

### **Who we share your data with**

In order for us to fulfil the terms and conditions of our employment relationship and to meet our legal obligations we will also share your data as required with the following categories of recipients:

- Ofsted as part of the recruitment and inspection process
- the Disclosure and Barring Service (DBS) to establish suitability for employment in the setting
- an umbrella body that is able to process DBS applications on our behalf
- with our payroll processor, in order to pay your salary
- HMRC for taxation purposes
- banking services to pay your salary
- to comply with automatic enrolment pension obligations
- our insurance underwriter, if you have an accident at work
- with parents and service users so that they have an understanding of your qualifications and experience

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 us
- to protect a child or children, for example by sharing information with the Local Authority Designated Officer, social care or the police
- it is necessary to protect our or others rights, property or safety
- with our legal advisor where it is necessary to apply the terms and conditions of your employment contract or where there is a dispute
- we transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way

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:

having your information in a secure locked cabinet, stored on the premises

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

We retain your personal data as follows:

- records – 6 years after employment ceases
- wages/salary records (including overtime, bonuses, expenses) – 6 years
- statutory Maternity Pay (SMP) records – 3 years after the end of the tax year in which the maternity period ends
- Income Tax and National Insurance returns/records – at least 3 years after the end of the tax year to which they relate
- staff accident records and reportable health and safety incidents – 3 years after the date of the last entry
- accident/medical records as specified by the Control of Substances Hazardous to Health regulations (COSHH) 2002 – 40 years from the date of the last entry

[For further information see our Retention Policy.]

### **Automated decision-making**

We do not make any decisions about you based solely on automated decision-making.

## Our rights with respect to your data

You have the right to:

- request access, amend or correct your personal data
- request that we delete or stop processing your personal data, for example where the data is no longer necessary for the purposes of processing
- request that we transfer 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. 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 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/](http://ico.org.uk/)

## Changes to this notice

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

This policy was adopted by	Worlingham Pre-School	<i>(name of provider)</i>
On	7 <sup>th</sup> January 2021	<i>(date)</i>
Date to be reviewed	November 2021/January 2022	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	