Privacy Notice for The Villages Pre-School Ltd



The Data Protection Act (1998 superseded by the Data Protection Act 2018) and the UK General Data Protection Regulation (UK GDPR) gives you various rights regarding the information that businesses, the Government and other organisations hold about you.

Personal information that The Villages Pre-School Ltd uses and holds is covered by this legislation.

This note is to make sure you are fully aware of why we request certain information, how this is stored, how we may use your personal information and with whom it is shared.

HOW WE COLLECT personal INFORMATION

When you send your children to The Villages Pre-School Ltd, we receive information about you and any children who attend in a number of different ways.

You may give us the information. This may happen when you:

* Complete and submit your Child’s Registration Form and Permission Slips
* Complete and submit information via Bradford Council’s Funded Hours Parental Agreement Form
* When you let us know about a change in your personal circumstances (for example, if you change your name, contact number or new address).

We may receive it from another organisation, for example, should we be required to work with social services, Speech and Language, Paediatrics, etc.

HOW WE USE PERSONAL INFORMATION

We use information that we have about you and your children for early education and care purposes. These purposes generally fall into the following areas which applies to past, current and potential future children and their parents / guardians.

**1 Statutory Requirement under the Early Years Foundation Stage**

The types of personal information we collect and use include:

* The personal details of your child and their family;
* Health requirements of your child including medical and allergy needs;
* Contact details of family members and close friends, so we can contact a number of people in an emergency
* Ethnic background of your child

**2 Developmental levels and interests of your child**

We use this information to ensure that your child’s development needs are catered for, monitored and assessed.

The types of information we collect and use include:

* Resources that your child enjoys playing with, so we can include these in our planning
* Personal hygiene needs so we can provide what your child needs and support an increasing level of independence
* Well-being needs – any comforters they have, things that may upset them (e.g. loud noises, or masks)
* Language levels – so we can plan activities in line with the Letters and Sounds Programme

**2 Developmental levels and interests of your child**

how the information is stored and for how long

We are required to keep certain personal information including registers, medication records and accident details pertaining to the children for specific periods of time after the child has left The Villages Pre-School Ltd. This is in order to comply with ‘Early Years Foundation Stage Welfare Requirements’ (given legal force by Childcare Act 2006) and other legislation (e.g. Limitation Act 1980/The Statute of Limitations (Amendment) Act 1991) and requirements set out by HMRC and BMDC. Information stored electronically is password protected and only available to professionals who have authority to access it. Paper documents are secured in a locked fire-proof container. We are registered with the Information Commissioners Office.

WHO WE SHARE PERSONAL INFORMATION WITH

Generally we only use your information within The Villages Pre-School Ltd.  There are some occasions when we need to share personal information about you and / or your child with third parties. These are:

* If you choose to pay for pre-school fee’s using vouchers (e.g. Childcare vouchers) we will share the minimum amount of your personal information necessary with the voucher scheme operator so they can identify you and make the appropriate payments on your behalf.
* As an Early Education Fund Provider, we must share some personal information with Bradford Metropolitan District Council (BMDC) in order for them to check eligibility and secure funding.
* Reporting requirements to our Governing body Ofsted.
* Every now and again, we receive requests for information from schools, government departments, the police and other enforcement agencies. If there is a proper legal basis for sharing your personal information, we will provide it to the organisation that is asking for it. This includes Bradford Safeguarding Partnership, the integrated front door (IFD) and other safeguarding professionals.
* We may on occasion use your personal information for the purposes of recovery of overdue fees.
* In case of an emergency, we may need to share with the emergency services details of your child including details of any medical conditions as provided to us by you.
* To contact you when we want to inform you about events at pre-school.
* Basic information about your child is stored on the eyLog observational system and details such as observations, developmental levels and report comments are stored on this ‘cloud’ and accessed by you at home, through your parental gateway.

WHERE WE PROCESS PERSONAL INFORMATION

We will only store and use your personal information in the United Kingdom. Personal and confidential information (anything that can identify your family or child) will only be shared with other agencies with your permission, unless we are compelled to do so by law. For example, we will ask for your permission to send your child’s report to their receiving school to support a smooth transition. Or, we may be asked to provide information to the police or social services.

OUR COMMITMENT TO YOU

We will process your personal information in line with the Data Protection Act and UK General Data Protection Regulation (UK GDPR). This means that we will:

* only collect and hold information about you which we need for some reason;
* keep your personal information up to date and accurate (to help us do this, please let us know if any of your details change);
* take appropriate steps to protect your personal information from being used without permission, or illegally, and to safeguard your rights; and
* destroy your personal information in a secure way once we no longer need it.

WHAT RIGHTS YOU HAVE OVER YOUR PERSONAL INFORMATION

You have certain rights over your personal information. Most importantly, you have a right to ask for a copy of all the personal information we hold about you but there are some legal exceptions to this, such as information which is confidential to The Villages Pre-School Ltd. If you would like a copy of your personal information, you should contact our Manager. We will process your request under the terms of our Subject Access Policy.