



Ladybird Forest Pre-School



19a.PRIVACY NOTICE

Introduction

At Ladybird Forest Pre-School we take your privacy seriously and are committed to ensuring that your personal data is protected in accordance with data protection laws and used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it, the control you have over your personal data and the procedures we have in place to protect it.

When we refer to "we", "us", "our" or "the setting" we mean Ladybird Forest Pre-School.

What personal data we collect

We collect personal data about you, your partner and your child to register your child at our setting. Personal details that we obtain from you include names, dates of birth, email addresses, addresses, telephone numbers, mobile numbers, information about your doctor, dentist, any allergies/intolerances, illnesses, adoption/guardianship, social workers, password for collecting your child, permission to share information about your child with outside agencies, emergency treatment, internet access, use of photographs and videos.

This data will be collected from you directly in the admissions paperwork (All About Me Form, Application to go on the Waiting List Form, Admission Form, Child Care Plan, NEF Parent Declaration Forms, Information Sharing Between Settings Form, Permissions Form, Session Request Form, Settling In Plan, Copy of your child's birth certificate or passport).

We may collect other data from you when you voluntarily contact us.

Why we collect personal data and the legal basis for handling your data

We use your personal data for the creation and administration of your and your child's membership with us. This includes using your data in the following ways:

- allocating sessions, Lunch Clubs, Breakfast Clubs and After Pre-School Clubs to your child;
- allocating Forest School and Small Groups sessions to your child;
- allocating a key person to your child;
- creating and maintaining an up-to-date register with emergency contact details;
- creating attendance registers;

- creating Care Plans, IHAS, SEND Support Plans for your child if relevant (records/minutes are kept of any meetings that take place with outside agencies regarding your child's welfare, including any conclusions, recommendations, short and long-term outcomes).
- transferring the information from the admissions paperwork to LATS and TAPESTRY and other internal programmes;
- to communicate with you regarding any matters arising from your child being registered at our setting;
- Your email address will be added to a group email; you will receive regular emails from us regarding the running of the setting, information that might be of interest to you.

All the information we gather about you, your partner, your child is to ensure that we are able to meet your family's needs at our setting, to promote your child's wellbeing and learning opportunities and to make sure that your child is safe with us.

With your consent we would also like to add your email address to our group emails to send you information about our Holiday Clubs, booking forms once your child has turned 3. We will only use your data if you confirm that you are happy for us to do so in our Admissions Form. You will have the opportunity to unsubscribe from receiving such emails at any time by dropping us an email.

Who we share your data with

In order to administer your membership, we work with outside agencies and local authorities. This involves us sharing your data with the following categories of recipients:

- The Early Years and Intervention Team at Central Bedfordshire Council
- Early Years Advisory Team at Central Bedfordshire Council
- Early Years Support Team at Central Bedfordshire Council
- Outside Agencies such as Paediatricians, Audiology Team, Dieticians, Speech & Language Teams, Doctors
- Other settings

Before any sharing of information takes places, your written consent will have been obtained.

We will also share your data if:

- We are legally required to do so, for example, by a law enforcement agency or court;
- To enforce or apply the terms and conditions of your membership (as set out in our Parent's Guide);
- It is necessary to protect our rights, property or safety or to protect the rights, property or safety of others.

We will never share your data with any organization for use for their own purposes.

How do we protect your data?

We take the security of your personal data seriously. We have internal policies and strict controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed and to prevent unauthorized access.

We will only pass your personal data to a third party partner if they have signed a contract that requires them to:

- Comply with the requirements of data protection laws;
- Only use the data for the purpose(s) for which it was supplied;
- Comply with a duty of confidentiality; and
- Implement appropriate technical and organizational measures to ensure the security of your data.

Why do we password protect some of the information you send to us via email?

A lot of the information we send out to you is done via email. You always have the option to return the completed forms via email or post. If you chose to email the completed forms back (which contain personal information about yourself, your partner or your child) we will ask you to password protect the documents to 'safeguard' the information. A password for you to use will be sent out to you with the forms/documents.

Where do we store your data?

All data you provide to us is stored on password protected computers and laptops. We also store data in paper files, in locked cabinets, in a locked office.

Our third party partners will also store your data both electronically and in paper files and in accordance with the data protection legislation.

How long do we retain your data?

We retain your data for as long as you wish your child to attend our setting, remain on our waiting list, is old enough to attend our Holiday Club (end of Year 4) or as per any legal requirements.

Your rights with respect to your data

As a data subject, you have a number of rights. You can:

- Request to access, amend or correct the personal data we hold about you and your child;

- Request that we delete or stop processing your personal data, for example where the data is no longer necessary for the purposes of processing; and
- Request that we transfer your personal data to another person.

If you wish to exercise any of these rights at any time, please contact the Manager or Administration Manager at enquiries@ladybirdpre-school.org.uk or on 01525 406703.

How to ask questions about this notice

If you have any questions, comments or concerns about any aspect of this notice or how we handle your data please contact our Manager or Administration Manager at enquiries@ladybirdpre-school.org.uk or on 01525 406703.

Complaints

Complaints will be dealt with in accordance with the Pre-School's Complaints Procedure, which is available from the setting (Squirrel Room). Should the complainant wish to take the matter further, it may be referred to the Information Commissioner at www.ico.gov.uk.

What happens if the data is breached?

In the event of accidental loss, destruction or sharing (give unauthorized access) personal data, it is the setting's responsibility to report this 'breach' of the regulations to the Information Commissioners Office (ICO) of which we are a member.

Changes to this notice

We keep this notice under regular review. Any changes to this notice will be emailed out to you as part of a group email.

Further privacy information

For details of our full Data Protection Policy please contact our Manager at enquiries@ladybirdpre-school.org.uk or on 01525 406703.

February 2018