

## **Privacy notice for Parents**

Part of our enrolment process at South Nutfield Pre-School involves gathering information on you and your child. The information is stored securely. Our registered address is:

South Nutfield Pre-School

Nutfield Village Hall

Mid Street

South Nutfield

Surrey

RH1 4JJ

If you have any queries or concerns about data protection you can email our data protection officer, **Helen Cameron at [helencameron@btinternet.com](mailto:helencameron@btinternet.com)**

How we will use the information you have given us when the lawful basis for collecting it is 'contract':

- We will use the information you have given to us about yourself to contact you about your child.
- We will use the information you have given to us about your child to track their learning and development and to keep them safe.
- Our lawful basis for collecting this data is 'Contract'. This means that we need this data in order to provide a place at this setting for your child. Because of that, you won't be able to ask for us to delete or stop processing this data without ending the contract with us. If you would like to do that, please speak to Helen Cameron.
- You can see the precise categories of data we have collected from you as part of your contract in the tables on pages 2 and 3 of this privacy notice.
- This data will not be shared outside the EU.
- Some of this data may be shared outside the setting. You can see exactly who that will be within the table on pages 2 and 3 of this privacy notice.
- We will only hold onto this data for as long as we need to in order to fulfil the purpose it was originally collected for and/or for our legal obligations. You can see more information in the table on pages 2 and 3 of this privacy notice.

- You have the right to see the data we have for yourself or your child at any point. This is known as the right to access.
- If any of your or your child's data changes (e.g. address or medical information), please let us know and we will update it. This is known as the right to rectification.
- If you have a complaint about the way we process your or your child's personal data, you have the right to complain to the information commissioner's office. You can find more details about how to do that from their website: <https://ico.org.uk/>

<b>Your child's data (contract)</b>		
<b>What we've collected/will be collecting</b>	<b>Who it will be shared with</b>	<b>When we'll delete it</b>
Name	Local authority, extended and universal funding, Childcare voucher schemes, transition to schools or additional setting if applicable. This may also be shared with outside professional agencies.	When the child turns 21 or 24 for child protection records
Date of birth	Local authority plus other outside professional agencies were applicable.	When the child turns 21 or 24 for child protection records
Birth certificate	Only viewed by South Nutfield Pre School to verify eligibility for funding.	Within 6 months of your child leaving.
Home address	Local authority plus other outside professional agencies were applicable.	Within 6 months of your child leaving.
Home language	Local authority.	Within 6 months of your child leaving.
Some medical data	Local authority	When the child turns 21 or 24 for child protection records
Details of any SEND or needed additional support	Local authority, plus other outside professional agencies were applicable and as part of transition process if applicable.	Within 6 months of your child leaving.
Accident forms	Local authority or Ofsted	When the child turns 21 or 24 for child protection records
2 year checks	Local authority plus other outside professional agencies were applicable.	Within 6 months of your child leaving.
Assessments	Local authority and as part of transition process.	Within 6 months of your child leaving.
Observation notes	Local authority plus other outside professional agencies were applicable.	Within 6 months of your child leaving.
Intimate care forms	Local authority plus other outside professional agencies were applicable.	When the child turns 21 or 24 for child protection records
Birthday lists	Other parents upon request- Christian name only	N/A
Photographs	Other parents may see in individual All about me books and form part of Learning journey assessments.	Given to individual families upon leaving Pre School

<b>Your data (contract)</b>		
<b>What we've collected</b>	<b>Who it will be shared with</b>	<b>When we'll delete it</b>

Name	Local Authority, Extended and universal funding plus any Childcare Voucher Scheme.	Within 6 months of your child leaving.
Home address	Local Authority, Extended and universal funding plus any Childcare Voucher Scheme.	Within 6 months of your child leaving.
Email address	Local Authority, Extended and universal funding plus any Childcare Voucher Scheme.	Within 6 months of your child leaving.
Contact number	Local Authority, Extended and universal funding plus any Childcare Voucher Scheme.	Within 6 months of your child leaving.
NI number	Local authority- to verify extended funding application.	Within 6 months of your child leaving.

**How we will use the information you have given us when the lawful basis for collecting it is 'consent':**

- You can see what we will do with the data we are processing with your consent in the tables on page 4.
- Much of the information here is already collected as part of your contract, for example your home address, email address, and phone number but our lawful basis for using them in the way you've consented to will be 'Consent'.
- You can see the precise categories of data we have collected from you as part of your contract in the tables on page 4 of this privacy notice.
- This data will not be shared outside the EU.
- Some of this data may be shared outside the setting. You can see exactly who that will be within the table on page 4 of this privacy notice.
- You can withdraw your consent at any time at which point we will stop processing it in the way described in the table below. We will also delete the data if we don't have a lawful basis to keep it. To do so contact **Helen Cameron on [helencameron@btinternet.com](mailto:helencameron@btinternet.com) or at the setting registered address.**
- We will only hold onto this data for as long as we need to in order to fulfil the purpose it was originally collected for and/or for our legal obligations. You can see more information in the table on page 4 of this privacy notice.
- You have the right to see the data we have for yourself of your child at any point. This is known as the right to access.
- If any of your or your child's data changes (e.g. address or medical information), please let us know and we will update it. This is known as the right to rectification.
- If you have a complaint about the way we process your or your child's personal data, you have the right to complain to the information commissioner's office. You can find more details about how to do that from their website: <https://ico.org.uk/>

<b>Your child's data (consent)</b>			
<b>What we've collected</b>	<b>What it will be used for</b>	<b>Who it will be shared with</b>	<b>When we'll delete it</b>
Nickname	The name we'll use on work, within the setting, and within observation notes.	N/A	N/A
Their doctor's surgery	Might be useful if your child becomes unwell/is hurt during a session	Appropriate professionals	Within 6 months of your child leaving.
Some medical data	To make all staff aware of needs on a daily basis.	Appropriate professionals	When the child turns 21 or 24 for child protection records
Dietary preferences	To make all staff aware of dietary needs on a daily basis.	Appropriate professionals	When the child turns 21 or 24 for child protection records
Any previous settings attended	To obtain assessment levels on entry.	Appropriate professionals	Within 6 months of your child leaving.
Birth certificate	To prove eligibility for funding.	N/A	N/A
Photos	Displays, record keeping, assessments	Parents of other children at the setting, other appropriate professionals.	Upon leaving
Observations carried out by other agencies	To support individual needs whilst at the Pre School.	Appropriate professionals	Within 6 months of your child leaving.

<b>Your data (consent)</b>			
<b>What we've collected</b>	<b>What it will be used for</b>	<b>Who it will be shared with</b>	<b>When we'll delete it</b>
Name	To communicate on a daily basis and share information regarding your child via Key Person or Pre School team.	Pre School team, Key Person. Local Authority if applicable.	Within 6 months of your child leaving.
Email address	To send you information about South Nutfield Pre School such as newsletters or invitations to events etc.	Not shared without consent.	Within 6 months of your child leaving.
NI number	To prove eligibility for funding.	Local Authority	When your child leaves