

## Privacy Notice

We take your privacy seriously and, in accordance with the General Data Protection Regulation we will commit to the following:

We will be asking you for personal data about you and your child in order to deliver a childcare service to you, or in relation to your employment with the Pines Pre-school. We must have a legal basis for collecting this data, and there are six lawful bases:

**(a) Consent:**

The individual has given clear consent for you to process their personal data for a specific purpose.

**(b) Contract:**

The processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

**(c) Legal obligation:**

The processing is necessary for you to comply with the law (not including contractual obligations).

**(d) Vital interests:**

The processing is necessary to protect someone's life.

**(e) Public task:**

The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

**(f) Legitimate interests:**

The processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

We will be processing your data under the following bases: Consent, Contract, Vital interests and Legal Obligation

Where we require consent, we will provide a way for you to positively make a decision about the information that you make available and how this is shared.

This information will be collected by the Pines Pre-school as part of the child's induction to the setting, and when they start receiving government funding (if this is at a later date). We will be asking for this data in writing on our application form and on the funding application form, and it will then be recorded digitally and in other paperwork. We will check with you at regular intervals to ensure this data is up to date. Data concerned staff employed by the pre-school will be collected as part of the recruitment process.



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The information that we require will be:

- Child's name
- Child's date of birth
- Child's address
- Parents' names, addresses, contact numbers
- Who has parental responsibility for the child
- Emergency contact names, addresses and contact number
- Home language
- Parents Date of Birth and National Insurance number
- Staff name, date of birth, address, emergency contact details, bank details, National Insurance number, salary and pension details, DBS status and certificate numbers

In addition we will require the following data, which is classed as "special category data" and we must therefore ensure that we meet one or more of the conditions of Article 9 of GDPR as well as the legal bases above:

- Child's doctor's name and contact number
- Health clinic/health visitor
- Child's NHS number
- Any allergies/medical history/ requirements
- Whether the child has any special educational needs or disabilities
- Ethnic group
- Staff criminal conviction information

Our condition for processing special category data is: section 2 (b) – carrying out obligations in the field of employment and section 2 (d) – in the course of legitimate activities with appropriate safeguards in place.

We are required to hold and use this personal data in order to comply with the statutory framework of England, Ofsted, Department for Education, Hertfordshire County Council and HMRC requirements. It could also include photographs, video, or audio recordings of the child/staff member. This data will be used to:

- support your child's development
- monitor and report on your child's progress
- share information about activities in our setting
- contact named people in an emergency
- share with other professionals in accordance with legislation
- ensure a contract of service is delivered and maintained
- ensure that this setting receives the statutory funding for which it is eligible



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- ensure there is no reason why staff should not be employed
- ensure staff are paid appropriately

This data may be, when necessary, shared with:

- Other professionals supporting your child, for example health visitors, speech & language therapists, other pre-schools or childminders, Hertford & Villages Children's Centre, other health or education professionals
- Hertfordshire County Council through the Free Childcare and Early Education Entitlement headcount and annual Early Years Census
- Ofsted
- HMRC, our bank, payroll provider & pension provider (staff details only)

We do not share information about our pupils or staff with anyone without consent unless the law and our policies allow us to do so.

If you want to see a copy of the information we hold and share about you or your child then please contact Jacqui Pattison, the Pre-school Manager.

We are required by law to keep some information about your child for a period of time after a child has left the setting. Likewise we are required to retain information about past staff members for a period of time after they have left employment. We will keep a record of this and dispose securely at the correct time.

Information about each type of data held, the basis for holding it, who it is shared with and how long it is retained can be found in our Data Audit.

Please see our Data Protection Policy for further information on data sharing, safe storage and your rights to access your data.

If you have a concern about the way we are collecting or using your personal data, you should raise a concern with us in the first instance, or directly to the Information Commissioner's Office at

<https://www.ico.org.uk/concerns/>