

# Hollies Road Preschool

## Privacy Statement

Hollies Road Pre-school is a provider of a service that collects personal information about children, young people and their families.

The Staff employed by Hollies Road Preschool will collect the necessary information. We collect and use information under the Early Years Foundation Stage Statutory Framework (2017), the Data Protection Act (1996) and the GDPR (2018). It is both contractual and for emergency reasons.

The data we are required by law and as an OFSTED requirement to hold for each child is as follows:

Child's full name

Child's date of birth

Child's address and contact details

Parents addresses (if different) and contact details including a phone number

Who has parental responsibility

Who has legal contact

Emergency contact details (2 people not including parents)

Allergies/dietary requirement information

Any other special requirements/needs/medical history details

Names of people who can collect your child if not yourselves

Doctors name, address and contact number.

Hollies Road Pre-school are required to inform you of how we process and store personal data within the setting.

All paperwork regarding your child is stored in the office. Either in the filing cabinet or in the key child draws.

Your child's full name is printed on our daily registers. The registers are stored in the office filing cabinet when not in use.

Hollies Road Pre-school has a computer in the office and there is a Laptop which is used by management. The computer and laptop is password protected and is only used by management.

Emails are sent out and received on both the computer and the laptop.

Hollies Road will share information with other settings only after we have sought permission from you. Safeguarding concerns will be the only time permission may not be sought to speak to other agencies.

Hollies Road is registered with the ICO.

Hollies Road take photos of your children (after permission has been sought) for use in their learning journeys and to display around the setting. Photo's are deleted from the password protected iPad and the computer at the end of the school year.

Photos may also be used for promotional material and the Hollies Road Preschool Website, again only after permission has been sought.

Hollies Road Preschool must adhere to the lawfulness of Processing Data. All data collected by Hollies Road Preschool will fall in to one of the following categories:

1. Consent of the data subject.
2. Processing is necessary for the performance of a contract with the data subject.
3. Processing is necessary for the compliance with a legal obligation.
4. Processing is necessary to protect the vital interests of the data subject.
5. Processing is necessary in the public interest or the controller has official authority.
6. Processing is necessary for the purpose of legitimate interests pursued by the controller or third party.

The personal data held at Hollies Road is secure and only shared with a third party such as another childcare setting, Knowsley Local Authority, health visitor, safeguarding complaint, doctors or emergency services in the event of an emergency.

Hollies Road Preschool can no longer process Special Category Data regarding Race, Ethnic Origin and Religious or Philosophical Beliefs unless explicit consent is given. Consent can be given and then withdrawn at any time.

As well as personal information such as your child's name, date of birth and address we also collect and hold data on your child's characteristics such as their language and ethnicity, attendance information such as sessions attended, number of absences and absence reasons), medical information, assessment information and information regarding special educational needs.

We use the collected data:

- To support your child's learning and development
- To monitor and report on your child's progress
- To assess the quality of our care
- To comply with the law regarding data sharing
- To comply with the requirements of the Early Years Foundation Stage Statutory Framework (2017)

Under data protection legislation, parents/carers have the right to request access to information held by Hollies Road Preschool and parents/carers can withdraw consent at any time (other than for information needed by law.)

If you have a concern about how Hollies Road Preschool are collecting or storing personal data, we request that you raise your concern in the first instance with the management or chair of the committee. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Hollies Road Preschool also obtain and hold information on Staff, volunteers, students and committee members.

### **Committees**

Committee members names, contact numbers, email addresses and DBS numbers will be kept in a file which is stored in the filing cabinet.

Committee members names will be displayed within the setting.

Government and Local Authorities need to know who has overall responsibility for those who run services for children and the community.

DBS checks will be sought for all Committee members to ensure volunteers are suitable to work in the management of children's services.

## **Employees**

Employees personal details will be obtained and held in the filing cabinet. This will include medical history, next of kin and emergency contacts.

References will be sought from two sources. A DBS check will also be sought.

Evidence of previous qualifications, if necessary will be asked for.

## **Volunteers**

Those who wish to volunteer on a regular basis (regular constitutes attending once a fortnight) will be required to give personal information consisting of full name, address and contact telephone number. A DBS CHECK will be sought.

## **Students**

Details of address, next of kin, doctors contacts and telephone numbers will be sought so we know who to contact in a case of emergency.

Information on the type and base of course or college will be needed before any student will be given work placement to ensure that students are registered with an educational provider.

DBS checks will be sought if applicant is aged 18 or over.

**Grant Application;** Children's names, dates of birth and post codes will be submitted to Knowsley Local Authority in order to claim for Nursery Education Funding.

**Personal Achievements ;** Staff (Key persons) will collate information regarding observations made on individual children's attainments. This allows us to plan for their individual progression.

**SENCO;** At any time children may have a Special Educational Need. A separate record system is kept for the identification and monitoring of Special Educational Needs.

**Child Protection;** Any issues relating to Child Protection will be recorded in a separate file.

Information is given to those on a need to know basis only. The well-being and safety of the child is paramount.

**Parent/Carers;** names, addresses and contact numbers are kept on children's enrolment sheets.

**Records of Given Information;** Information statements regarding children's personal circumstances i.e. existing injury and child protection issues are recorded and signed.