



Earith Pre-School 7
School Road
Earith, Cambs PE28 3QB
01487 841478
earithpreschool7@aol.co.uk

Privacy Notice (How we use family information)

This Privacy Notice explains in detail the types of personal data we may collect about your family when you interact with us. It also explains how we will store and handle that data and keep it safe. There is a lot of information here but we want you to be fully informed about your rights and how Earith Pre-School use your data.

When do we collect your personal data?

When a child begins at Earith Pre-School we will ask you to provide information including a registration form, medical needs and permissions.

The lawful basis on which we use this information

We use this information in accordance with the Early Years Foundation Statutory Framework (2017), the Data Protection Act (1996) and the GDPR (2016)

When we collect and use necessary information it will be under one of the following lawful bases:

- **Consent-** Individuals have given clear consent
- **Contract-**The processing is necessary for the contract we have with families
- **Legal obligation-** The processing is necessary to comply with the law
- **Vital interests-** The processing is necessary to protect someone's life
- **Legitimate interests-** the processing is necessary for our legitimate interests or the interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

What sort of personal data do we collect?

The categories of child information that we collect, hold and share include:

- Personal information (such as name, address and date of birth)
- Characteristics (such as ethnicity, language and nationality)
- Attendance information (such as session attended, number of absences and absence reasons)
- Relevant medical information (such as conditions that may require treatment during session times)
- Assessment information
- Information about any special educational need

Whilst the majority of child information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

How and why do we use your personal data?

We use the data

- To support the child's learning and development
- To monitor and report on the child's progress, both internally and to Cambridgeshire County Council
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing
- To comply with the requirements of the Early Years Foundation Statutory Framework (2017)

How we protect your personal data

- All paper files are kept in a filing unit or cupboard which only staff have access to.
- Laptops and tablets are password protected and equipped with an anti-viral program where required.



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How long we will keep your personal data

Any non-mandatory information will be shredded within three months of the child leaving the setting. Any information which we are legally required to keep will be stored in a locked file for the required duration, as per our policies.

Who do we share your personal data with?

We routinely share pupil information with:

- Schools and settings that the children attend alongside or after leaving us
- Our local authority
- The Department of Education (DfE)
- The Cambridgeshire Multi-Agency Safeguarding Hub

Why we share children's information

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

What are your rights over your personal data?

Under data protection legislation, parents and pupils have the right to request access to information about them which we hold. To make a request for your personal information, or be given access to your child's educational record, please contact us.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress.
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.
- Claim compensation for damages caused by a breach of the Data Protection regulations

Your right to withdraw consent

Whenever you have given us consent to use your personal data, you have the right to change your mind at any time and withdraw that consent.

Direct marketing

You have the right to stop the use of your personal data for direct marketing activity through all channels or selected channels. We must always comply with your request.

Checking your identity

To protect the confidentiality of your information, we may ask you to verify your identity before proceeding with any request you make under this Privacy Notice.

Contacting the regulator

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. If you feel that your data has not been handled correctly or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

Any questions?

We hope this Privacy Notice has been helpful in setting out the way we handle your personal data and your rights to control it.

If you have any questions that haven't been covered, please contact Jenny Farrow, our Data Protection Officer who will be pleased to help you.



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