

## **WEMBURY PRE-SCHOOL PRIVACY NOTICE**

We at Wembury Pre-School are a Data Controller for the purposes of the General Data Protection Regulations (GDPR). This means that we are responsible for deciding how we hold and use personal information about you (when we refer to 'you/your' in this notice it may include you and/or your child). We are required under data protection legislation to tell you what information we hold about you, why we hold it, how we use it and tell you about your rights.

This notice applies to current and former children.

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

### ***Data protection principles***

We will comply with data protection laws. This says the personal information that we hold about you must be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- Relevant to the purposes that we have told you about and limited only to those purposes;
- Accurate and kept up to date;
- Kept only as long as necessary for the purpose we have told you about;
- Kept securely;

### ***Categories of information we collect, hold and share include:***

- Personal information on you (such as name, date of birth, address, phone numbers, email address, photos, emergency contact details, medical information)
- Characteristics (such as nationality, ethnicity and language)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (such as doctors information, child health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, absences, reasons for absence)
- Any other provisions that are/have been attended
- Assessment (such as weekly diaries, end of term reports, transition documents)

### ***Why we collect and use this information***

- To support your child's learning;
- To monitor and report your child's progress;
- To provide appropriate pastoral care;
- To assess the quality of our services;
- To comply with the law regarding data sharing;
- To support the management of educational visits and provision outside of the school day;
- To protect health and safety;

### ***Collecting your information***

We will collect information from you in order to carry out our contractual obligations. This may be in writing (including the completion of forms), verbally or by email. We may receive personal data about you from various third parties including: other settings that your child attends/has attended, local authority, SEND professionals, and medical professionals.

### ***Storing your data***

We will only retain your data for as long as is necessary. Generally speaking, the majority of data will be retained for the period in which your child remains at pre-school plus a further term to allow the data to be transferred to the

child's new school/setting. Certain other categories of data for example, safeguarding or SEND will be kept for longer in accordance with our retention policy which is based on the recommendations of the Pre-School Learning Alliance and legal requirements.

### ***Who we share your information with***

We routinely share information with;

- The primary school your child intends to go to after leaving Pre-School
- Other settings that your child attends/has attended
- Our local authority
- SEND professionals e.g. speech and language therapists, child psychologists

### ***Why we share your information***

We may share your information with third parties (other organisations) where required by law, where it is necessary for the provision of education, where it is in your interests for us to do so or where we have another legitimate interest in doing so.

### ***Requesting access to your personal data***

Under data protection laws you have the right to request access to information about you that we hold, but there are some legal exceptions to this: such as confidential information. To make a request for your personal information please contact the Pre-School Administrators. Please note that there may be a charge for this.

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; and
- Claim compensation for damages caused by a breach of the Data Protection regulations.

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.

### ***Data security***

We have put in place measures to protect the security of your information. Third parties (other organisations) will only process your information on our instructions and where they have agreed to treat the information confidentially and keep it secure.

We have put in place security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition we limit access to those employees, agents, contractors and other third parties who have a genuine need to know. They will only process your information on our instruction and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

You have a right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

If you would like to discuss anything in this privacy notice, please contact the Pre-School Administrators.

### ***Changes to this Privacy Notice***

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.