

## **Privacy Notice – The Little Acorns Preschool (Chelmsford) Parents / Carers and Children**

Here at The Little Acorns Preschool (Chelmsford) we take your privacy seriously and are committed to ensuring that the personal data we hold about you and your child is protected in accordance with data protection laws and used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it, the control you have over your personal data and the procedures we have in place to protect it.

### **What personal data we collect**

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information to verify your eligibility for free childcare as applicable.

Personal details we obtain from you and your child include your name, date of birth, email address, address, telephone number, mobile number, employment details, religion, ethnicity, child allergies, concerns you may have about your child, safeguarding, emergency contacts (these may be friends or family members), health and medical needs, development needs and special education needs, your Doctors name and address (in the event of an emergency).

Where applicable we will obtain child protection plans from social care and health care plans from health professionals. We also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

This information will be collected from you directly in the registration form.

If you apply for up to 30 hours free childcare, we will also collect your national insurance number or unique taxpayer reference (UTR), if you're self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

### **Why we collect personal data and the legal basis for handling your data**

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see *Transfer of Records* policy).

### **Who we share your data with?**

Your data can only be accessed by authorised staff members. Personal information will not be shared with any third parties, without your consent. Third parties may include ECC for government funding, health visitors, speech therapists, social services etc.

In order for us to deliver childcare services we will share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- the Local Authority (where you claim up to 30 hours free childcare as applicable)

- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- the school that your child will be attending

We will share your data if:

- we are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children; for example by sharing information with social care or the police;
- it is necessary to protect our rights, property or safety
- if we transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

We will never share your data with any other organisation to use for their own purposes

### **How do we protect your data?**

We take the security of your personal data seriously. We have internal policies and strict controls in place to try and ensure that your data is not lost, accidentally destroyed, misused or disclosed to prevent unauthorised access. All staff have to sign a confidentiality agreement and a disassociation by qualification. Electronically stored data is kept on a computer that is password protected.

### **Where do we store your data?**

Your data is held in secure locked files and locked cupboard and can only be accessed by authorised personnel. After the child leaves, the records are electronically stored and archived, paper copies are shredded.

### **How long do we retain you data?**

Children's records, including registers are kept for 7 years. Legal requirements state that medication and accidents records are retained until the child reaches the age of 21, however if relating to a child protection case until the child turns 25. Children's learning journeys are maintained by us and handed to you when the child leaves the setting.

### **Automated decision-making**

We do not make any decisions about your child based solely on automated decision-making.

### **Your rights with respect to your data**

You can

- Request to access, amend or correct the personal data we hold about you;
- Request that we delete your personal data, for example when no longer necessary;
- Request that we transfer your personal data to another person.

If you wish to exercise these rights, please contact management.

### **How to ask questions about this notice**

If you have any questions, comments or concerns about any aspect of this notice or how we handle your data, please contact management at [info@littleacorns-preschool.com](mailto:info@littleacorns-preschool.com) or on 07812368692.

### **Complaints**

If you are concerned about the way your data is handled and remain dissatisfied after raising your concern with our team, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contact at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or <https://ico.org.uk/>.

### **Changes to this notice**

We keep this notice under regular review. You will be notified of any changes made.