

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.

When we refer to “we”, “us” or “our”, we mean The Little Acorns Preschool (Chelmsford).

What personal data we collect

We collect personal data about you and your child to provide care and learning tailored to meet your child’s individual needs. Personal details that we obtain from you include your child’s: name, date of birth, address, and health, development and any special educational needs information. We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal data that we collect about you includes: your name, home and work address, phone numbers, email address, emergency contact details, and family details.

We will only with your consent collect your national Insurance number or unique taxpayer reference (UTR) where necessary if you are self-employed and where you apply for up to 30 hours free childcare and early education. We also collect information regarding benefits and family credits. Please note that if this information is not provided, then we cannot claim funding for your child.

Where applicable we will obtain details of your child’s social worker, child protection plans from social care, and health care plans from health professionals and other health agencies.

We may collect this information in a variety of ways. For example, data will be collected from you directly in the registration form; from identity documents; from correspondence with you; or from health and other professionals.

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

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

- To support your child’s wellbeing and development.
- To effectively manage any special education, health or medical needs of your child whilst at the setting.
- To carry out regular assessment of your child’s progress and to identify any areas of concern.
- To maintain relevant contact about your child’s wellbeing and development.
- To contact you in the case of an emergency.
- To process your claim for free childcare and early education, if applicable.
- To enable us to respond to any questions you ask.
- To keep you updated about information which forms part of your contract with us.
- To notify you of service changes or issues.

With your consent, we would also like to:

- Collect your child’s ethnicity and religion data for monitoring purposes.
- Record your child’s activities for their individual learning journal (this will often include photographs and videos of children during play).
- Sign you up for our email information which provides resources and useful information for parents.
- Transfer your child’s records to the receiving school when s/he transfers.

If we wish to use any images of your child for training, publicity or marketing purposes we will seek your written consent for each image we wish to use. You are able to withdraw your consent at any time, for images being taken of your child and/or for the transfer of records to the receiving school, by confirming so in writing to the setting.

We have a legal obligation to process safeguarding related data about your child should we have concerns about her/his welfare.

Who we share your data with?

As a registered early years provider to deliver childcare and early education services it is necessary for us to share data about you and/or your child with the following categories of recipients:

- Ofsted, when there has been a complaint about the childcare and early education service or during an inspection.
- 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 medical services, social services, or the police.
- If it is necessary to protect our rights, property, or safety or to protect the rights, property, or safety of others.
- With the school that your child will be attending, when they transfer, if applicable.
- If we transfer the management of the provision out or take over any other organisation or part of it, in which case we may disclose your personal data to the prospective seller or buyer so that they may continue using it 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 to ensure that your data is not lost, accidentally destroyed, misused, or disclosed and to prevent unauthorised access.

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 archived and destroyed.

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/or your child;
- Request that we delete or stop processing your and/or your child's personal data, for example where the data is no longer necessary for the purposes of processing or where you wish to withdraw consent
- Request that we transfer your personal data to another person.

If you wish to exercise any of these rights at any time please contact the manager at the setting by email.

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 or on 07383556431.

How to contact the Information Commissioner Office (ICO)

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, Wycliff 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.