

## North Nibley Pre-school Privacy Notice

North Nibley Pre-school provides early years care for children between the ages of 2 and school age. We need to keep certain personal information about parents and children who use our services in order to fulfil our contractual obligations and deliver the learning and development in our care, and to ensure they are ready for school. Under the Childcare Acts 2006 and 2016, we are required to adhere to the requirements contained within the Early Years Foundation Stage (EYFS) framework, which is mandatory for all Early Years providers in England. From 25 May 2018 the processing of this personal information is governed by the General Data Protection Regulation (GDPR) 2018 and the Data Protection Act 2018<sup>1</sup> (DPA).

We only collect personal data when we have a lawful reason for doing so, and we only use it for the purpose it was originally obtained for. We take steps to ensure that data we keep is accurate, up to date and secure, and we do not keep it for any longer than is necessary. We have written policies and procedures in place for dealing with personal data, including breaches of security, and our staff have appropriate training and awareness of data protection principles and procedures.

North Nibley Pre-school are a controller of your personal data under applicable data protection laws. As a Data Controller for your personal data, this means that we decide what information we need to keep about you and why<sup>2</sup>, and how we process and store that information.

Our Data Protection Lead is the Management Committee Chairperson.

North Nibley Pre-school pays an annual subscription to the Information Commissioner's Office (ICO) to be included in their Data Protection Register. The Pre-school's reference number in this respect is ZB564430.

### **The information we collect about you**

North Nibley Pre-school will collect only the personal information we need to perform our functions. We will collect your child's details including name, address, date of birth, names and ages of siblings, family religion, Doctor's name and contact details, name of health visitor (if applicable), special dietary and health requirements including current medication. For the parents/carers' of the child we collect details including name, address, date of birth, National Insurance number, relationship with the child, phone, email, emergency contact details, names of who may collect your child, childminder/nanny contact details (if applicable) and details of any other setting(s) your child attends (including registered childminders). Data about children is classified as 'sensitive' and we take extra care to keep it safe.

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<sup>1</sup> The DPA 2018 is the UK's implementation of the GDPR and this will be applied to all data processed

<sup>2</sup> Guided by the EYFS

### **What we do with the information**

North Nibley Pre-school will use the information about you and your child to enable us to comply with EYFS. It also assists us in completing your child's learning and development journey with us prior to your child's entry into primary school.

We also use relevant data to receive Nursery Education Funding (NEF), crosscheck that your funding statutory entitlement is correct and to fulfil our contract with you, eg. processing payments.

### **How long we keep your information<sup>3</sup>**

North Nibley Pre-school will keep your personal data as long as your child is enrolled in our setting. After your child has left there is some data that we are required to keep under statutory regulations<sup>4</sup> for 3 years. Paperwork with regards to your funding statutory entitlement will be kept for 6 years – as advised by Gloucestershire County Council, the funding provider. All personal data is kept securely, under lock and key with limited access<sup>5</sup>.

### **Who do we share the information with?**

North Nibley Pre-school will share your information with other health professionals and early years providers, if applicable. Your consent (written and/or verbal) will be sought beforehand, unless there is a specific safeguarding issue which allows us to bypass this<sup>6</sup>. Within our Child Entry form we ask for your specific permission to take photographs of your child for their learning journey and, on occasion, for use in newspaper articles or on our website.

### **What are your rights with regards to your and your child's personal data information?**

Under the GDPR you have the right to:

- Know what personal data we keep about you and your child.
- Request a copy of the personal data we hold about you and your child.
- Request that we correct any personal data which is found to be inaccurate or out of date.
- Request that we erase any personal data where it is no longer necessary for us to keep that data.
- Request us to transmit the personal data that we hold about you and your child to another data controller. (This right only applies where the processing we do is by your consent or for the processing of a contract, and where that processing is by automatic means).
- Withdraw your consent for processing to which you have previously given your consent. (Please note that if you do this it may affect our ability to fulfil our contract for care of your child).
- Not be subject to automated decision-making.

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<sup>3</sup> See Policy 35 : Record Keeping

<sup>4</sup> Section 3 of the EYFS

<sup>5</sup> See Policy 36: Data Collection and Information Sharing

<sup>6</sup> See Policy 4 : Safeguarding Children and Child Protection Policy

### **How to contact us**

If you have any queries or complaints, or wish to exercise any of the above rights, then please email [northnibleypreschool@hotmail.co.uk](mailto:northnibleypreschool@hotmail.co.uk) or write to the Management Committee Chairperson, North Nibley Pre-school, Village Hall, Innocks Estate, North Nibley, Gloucestershire GL11 6DP. We will respond to your request within 30 days from the initial date of the request even if this was via telephone or in person.

### **Making a complaint to the Information Commissioner**

If you wish to make a complaint about how we use your personal data to the ICO, you can contact them by visiting their website at <https://ico.org.uk/> or by calling 0303 123 1113.

### **North Nibley Pre-school's policies and procedures**

You can find copies of all the Pre-school's current policies and procedures, including those referenced in this Privacy Notice, on our website ([www.northnibleypreschool.co.uk](http://www.northnibleypreschool.co.uk)). Paper copies of these documents are also available to read at the setting.

### **Further information about free funding entitlement**

If you need more information about how Gloucestershire County Council, our local authority, uses your information, please visit: <https://www.gloucestershire.gov.uk/media/1517482/glos-early-years-privacy-notice-2018-19.pdf>