



# Burpham Preschool Privacy Notice: Data Protection Information

## Introduction

In consideration of the new requirements for data protection being introduced, Burpham PreSchool (BPS) has taken the opportunity to review and clarify our policy and processes in handling personal data.

This privacy notice is to help you understand why we collect personal information about you and your child and what we do with it.

## What personal information do we hold about you and your child?

The personal information we collect from you when registering your child at the Preschool includes your own contact details, details of your next of kin, religion and ethnic group. We also gather information about your child's date of birth, ethnic group, care arrangements and health and learning development and any other specific information that you think it is important for us to have including any details of special educational needs. We also ask for the contact details of any other adults who will be responsible for bringing your child to or collecting from school. We may need to ask for information about Family Court orders relating to your child. We may need to ask for information about any relevant convictions or cautions of adults which might cause a safeguarding concern.

During the time that your child is at Burpham Preschool we will keep records of their progress and development. These include an attendance register, details of your child's learning journey and accident records and will also include taking photographs or video recordings.

## Why do we collect and use your personal information?

When your child starts at Preschool it is vital that we have your child's full name, address, date of birth and parent/carer contact details in case of any emergencies.

We need health information about your child to ensure that we are adequately aware of any medical issues that might arise whilst your child is at Preschool and whether your child has any disabilities that would require us to make reasonable adjustments.

We ask for information about religion and ethnic origin to help us ensure there is no unlawful discriminatory treatment of your child.

We need information about your child's care and welfare arrangements so that we can act lawfully in accordance with any legal rights and responsibilities that any person has in relation to your child and to be aware of any safeguarding issues we need to take account of.

We are required to maintain written records of your child's attendance and progress at the Preschool to comply with statutory provisions and the requirements of Ofsted as our registration body. We are required by law to keep a record of any accidents that occur during preschool time, and also of any existing injuries.

### **How will we use your personal information?**

We will use your email address to send newsletters and to keep you up to date on any events, information or activities that we consider it is important for you to know about.

We will use your telephone number and contact details of a next of kin or other named emergency contact to phone or text you if we need to get hold of you more urgently.

We will use photographs/videos of your child to be used in his/her learning journey, and also to use on displays within the preschool.

We will only use photographs of your child for our website if we have specific signed consent from you.

### **How will we treat your personal information?**

We will keep your and your child's personal information confidential and secure and only available to members of staff on a need to know basis. It may be necessary to share personal information with one or more of the Burpham Preschool trustees and again this will be strictly on a need to know basis.

We may need to share information with other professionals involved with you or your child e.g. doctors, health visitors and therapists. We will seek your permission to do this and if we do not have permission, we will only share information in these circumstances if we need to because of legal requirements e.g. safeguarding.

When we are inspected by Ofsted we are required by law to show the inspector our files which will include the daily register, the accident book, visitors book as well as the children's learning journeys.

When your child moves on to school the school will ask us for information about your child's learning journey and we will pass it to them.

We will only retain personal information about you and your child for so long as is required by Ofsted or to comply with legal requirements. Information about you and your child will only normally be retained until just after the first Ofsted inspection which takes place after your child leaves the setting.

### **Your legal entitlement**

You may request access to your/your child's information at any time and we will provide you with this unless there are legal reasons for withholding any such information.

Where you have given us specific permission to use personal information for particular purposes over and above the usual legitimate processing by the Burpham Preschool, you may withdraw that permission at any time by making that clear in writing to the Burpham Preschool manager.

Grace Luke, Burpham Preschool Manager

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