

Privacy Notice: Riverside Pre-School CIO



As a data controller, we are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations. This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do 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 about you from your previous early years provider or education provider and the local authorities in order to verify your eligibility for free childcare as applicable. Personal details that we collect about your child include:

- your child's name, date of birth, address, birth certificate details, ethnicity or cultural background, religion and festivals celebrated, languages spoken at home
- dietary requirements, immunisations, health and medical needs, development needs, and any special educational needs, names of external agencies involved, other settings attended

Where applicable, we will obtain child protection plans from social care and health care plans from health professionals. We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child. Personal details that we collect about you include:

- your name, home address, phone numbers (home, mobile and work) email address, emergency contact details of others who are responsible or can collect your child and family details (siblings etc).

This information will be collected from you directly in the registration form and/or parental declaration form (funding) which, when signed, indicates that you understand how your family's data will be processed.

If you are applying for two-year-old funding, we will also collect:

- three Universal Credit statements

If you apply for up to 15 or 30 hours free childcare, we will also collect:

- your national insurance number or unique taxpayer reference (UTR) if you are self-employed. We may also collect information regarding benefits and family credits that you are in receipt of

Please refer to the Southampton City Council Privacy Notice displayed on the parents' noticeboard (in the lobby at Bitterne Park and in the playroom behind the children's drawers at St Denys).

Why we collect this information and the legal basis for handling your data

We use personal data about you and your child 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;
- Support teaching and learning. To facilitate this, we may share information with Family to set up the systems needed for parents / carers to access. When your child applies for a school place, information may be forwarded to your child's new school to aid transition. If your child changes early years provider or attends more than one provider, information may be shared between providers;
- support your child's wellbeing and development and provide appropriate pastoral care (Keeping Children Safe in Education 2018);
- assess how well we, as an early years provider, are doing and keep you updated with information about our service;
- manage any special educational, health or medical needs for your child whilst at our setting;
- carry out regular assessment of your child's progress and identify any areas of concern;
- process your claim for up to 30 hours free childcare (only where applicable);
- Co-operate with Southampton City Council and external partners to support the duty to safeguard and promote the welfare of children and improve their wellbeing under the Children Act 1989/2004;
- Provide information via statutory census returns to the DfE which, in turn, will be available for the use of Southampton City Council;
- Send child level information to Southampton City Council in accordance with our information sharing agreement to enable the local authority to meet its duty under data protection legislation.

With your consent, we will take photos or videos of your child to record activities for their individual learning record on Family, to share good practice, for display purposes and to include on our website and in publications such as the local press and the Early Years Alliance. You will have the opportunity to withdraw your consent for images taken at any time, by confirming so in writing (*see our Children's Records policy and Online Safety policy*). 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 our Transfer of Records policy*).

Who we share your data with

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;
- banking services to process BACS;
- the Local Authority (where you claim up to 30 hours free childcare as applicable or Every Child a Talker ECAT audit) and government eligibility checker;
- our insurance underwriter (if applicable);
- Family (online learning journal – child’s name and account holder name) <https://family.co/privacy-policy/> ;
- the school that your child will be attending, along with other settings or childminders your child attends (*see our Transfer of Records to School policy*)

We will also 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 or others’ rights, property or safety;
- we transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so that 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. If you require more information about how the local authority and DfE store and use your information, please visit

https://www.southampton.gov.uk/images/information-access-and-use-privacy-policy_tcm63-368331.pdf or www.youngsouthampton.org/privacynotice.aspx or <https://www.gov.uk/government/organisations/department-for-education/about/statistics>

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused or disclosed by:

- restricting access by setting up login accounts that are specific to duties;
- retaining confidentiality by using the blind carbon copy (Bcc) field when emailing parent groups;
- keeping paper documents in a locked filing cabinet with restricted access

How long do we retain your data?

- We retain data for no longer than necessary (*see our Children’s Records policy and Retention of Records policy*)
- Your children’s learning and development records are maintained by us, are accessible via Family and are downloaded when your child leaves
- In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer to comply with legal requirements (*see our Children’s Records policy and Retention of Records policy*)

Your rights with respect to your data

You have the right to:

- request access, amend or correct your/your child’s personal data;
- request that we delete or stop processing your/your child’s personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your and your child’s personal data to another person (*See our Confidentiality and Client Access to Records policy*)

If you wish to exercise any of these rights at any time, or if you have any questions, comments or concerns about this privacy notice or how we handle your data, please contact our data protection officer as detailed below. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner’s Office (ICO). The ICO can be contacted at Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or <https://ico.org.uk/> (*see our Making a Complaint policy*).

Changes to this notice

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

Address and Phone Number	Data Protection Officer	Email address	Software suppliers
Riverside Pre-school CIO, Manor Farm Road, Southampton SO18 1NX. Tel: 023 8036 3018	Clare Hughes	hr@riversidepreschool.co.uk	Capita; Family (Amazon Web Services); Open Objects

