

Privacy Notice: Riverside Pre-School CIO



Introduction

Personal data 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 Riverside Pre-school CIO.

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. 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 obtain from you 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 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 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 (home, mobile, work), email address, emergency contact details of others who are responsible or can collect your child, and family details (siblings, etc).

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 complete a *parental declaration form* (funding). 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. If you are applying for two-year-old funding, we will also collect three Universal Credit statements.

We may collect other data from you when you voluntarily contact us.

We may collect this information in a variety of ways. For example, data will be collected from you directly in the registration information provided on Family; 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 in order to provide childcare services and to fulfil the contractual arrangement you have entered into. This includes using your data in the following ways:

- to contact you in the 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
- to support your child’s wellbeing and development and provide appropriate pastoral care (Keeping Children Safe in Education 2022)
- 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 process your claim for up to 30 hours free childcare, if applicable
- to enable us to respond to any questions you ask
- to assess how well we, as an early years provider, are doing and to keep you updated about information which forms part of your contract with us
- to notify you of service changes or issues
- 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 are able to withdraw your consent at any time for images being taken at any time of your child, by confirming so in writing (see our Children’s Records policy and E-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

As a registered childcare provider in order to deliver childcare 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 service or during an inspection
- banking services in order to process BACS payments
- the local authority (where you claim up to 30 hours free childcare as applicable or Communication and Language Child Audit
- the governments eligibility checker as above, if applicable
- our insurance underwriter, where 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 a law enforcement agency, 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 s/he transfers, if applicable
- if we transfer the management of the setting 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 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 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

Where do we store your data?

All data you provide to us is stored on secure computers or servers located within the UK or European Economic Area. We may also store paper records in locked filing cabinets.

How long do we retain your data?

We retain your data in line with our *Children’s records policy and Retention of records policy* a summary is below:

- You and your child’s data, including registers are retained 3 years after your child no longer uses the setting, or until our next Ofsted inspection after your child leaves our setting.
- Medication records and accident records are kept for longer according to legal requirements.
- Your children’s learning and development records are maintained by us, are accessible via Family and are downloaded when your child leaves
- In some cases (child protection or other support service referrals), we may need to keep your data longer, only if it is necessary in order to comply with legal requirements. We will only keep your data for as long as is necessary to fulfil the purposes it was collected for and in line with data protection laws.

Your rights with respect to your data

As a data subject, you have a number of rights. You can:

- request to access, amend or correct the personal data we hold about you and/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 and your child’s personal data to another person

If you wish to exercise any of these rights at any time please contact the lead practitioner at the setting by email, telephone or when you attend the setting.

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 the lead practitioner at the setting.

How to contact the Information Commissioner Office (ICO)

If the lead practitioner is not able to address your concern, please contact Riverside Pre-school CIO Management Committee.

If you are concerned about the way your data is handled and remain dissatisfied after raising your concern, you have the right to complain to the Information Commissioner 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/>.

Changes to this notice

We keep this notice under regular review. Any changes to this notice will be shared with you so that you may be aware of how we use your data at all times.

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	Michele Stride	info@riversidepreschool.co.uk	Capita; Family (Amazon Web Services); Open Objects