



## **Data Privacy Policy**

### Data Privacy Statement

The Harpenden URC Preschool collects a great deal of data and information about our children so that we can run effectively as a Preschool and Nursery. This privacy notice explains how and why we collect children's data, what we do with it and what rights you have.

Personal data relates to an individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession, or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

The Data Protection Lead Officer for the United Reformed Preschool is Mrs. Lorraine Robinson, who can be contacted via the Preschool phone or by emailing [manager@urcpreschool.com](mailto:manager@urcpreschool.com)

We take your privacy seriously, so the Harpenden URC Preschool complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure; and by ensuring that appropriate technical measures are in place to protect personal data.

We will be asking you for personal data about you and your child/ren in order to deliver an effective childcare service to you.

We collect and use personal data under the following lawful basis:

- Where the individual has given consent to process their personal data for a specific reason (Article 6 (a)).
- Where it is necessary for compliance with a legal obligation (Article 6 (c)).
- Where processing is necessary to protect the vital interests of the data subject or another person (Article 6 (d)).
- Where it is necessary for the performance of a task to be carried out in the public interest or in the exercise of official authority vested in the controller (Article 6 (e)).

Where we require consent, we will provide a way for you to positively decide about the information that you make available and how it is shared.

This information will be collected by Mrs. Lorraine Robinson through a Welcome pack that you will receive prior to starting and as part of the child's induction to the setting. We will then ask for this information to be updated at regular intervals throughout the child's time with us.

The information that we require is:

- Child's name
- Child's date of birth
- Child's age
- Child's address
- Parent's names, addresses, contact numbers
- Who has parental responsibility for that child
- Emergency contact names, addresses and contact numbers
- Home Language
- Parent's National Insurance number

If the personal data, we collect about the child/ren is sensitive we will only process it where:

- We have explicit consent.
- Processing is necessary to protect vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent.
- Processing is necessary for reasons of substantial public interest, based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The following are classed as "special category data" and we must therefore ensure that we meet one or more of the conditions of Article 9 of GDPR as well as the legal bases above:

- Child's doctor's name and contact number
- Health Visitor name and contact number
- Child's National Health numbers
- Allergies /medical history/requirements
- Immunisation Information

- Special educational needs or disabilities
- Ethnic group
- Religion

We are required to hold and use this personal data to comply with the statutory framework of England, Ofsted, the Department for Education and the local authority early years team.

We use personal data for the following purposes: -

- To maintain a waiting list
- To support a child's development
- To monitor and report on a child's progress
- To comply with the law regarding data sharing
- For the protection and welfare of pupils and others in the setting
- To maintain our financial accounts and records (including the processing of gift aid via the PTA)
- To provide news and information about events and activities at the preschool.
- To fundraise and promote interest in the preschool.
- To provide statutory information to the government, local authority or other such professional linked services.
- To contact named people in an emergency.
- To share with other professionals in accordance with legislation.
- To ensure that the setting receives the statutory funding for which it is eligible.

Some information is not routinely collected about the children and is only likely to be processed by the school in specific circumstances relating to certain children for example, if a child protection issue arises.

This data may be, when necessary, shared with:

- Other professionals supporting your child, for example health visitor, pre-school, nursery, school, other health or education professional.
- The local authority (Hertfordshire County Council) through the Free Childcare and Early Education Entitlement headcount and annual Early Years Census (England).
- The local authority for the purposes of funded services that they support.

- A child's local authority (if different)
- Ofsted

Your data will not be shared with anyone within the Preschool and we will only share your data with third parties with your consent.

A significant amount of personal data is stored electronically, however some may also be stored in a hard copy format. Data stored electronically may be saved on a cloud-based system which may be hosted in a different country.

We are required by law to keep some information about your child for a period of time after a child has left the setting. I will keep a record of this and dispose securely at the correct time.

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which Harpenden URC Preschool holds about you ("Subject Access Request")
- The right to request that the Harpenden URC Preschool corrects any personal data if it is found to be inaccurate or out of date.
- The right to request your personal data is erased where it is no longer necessary for Harpenden URC Preschool to retain such data.
- The right to withdraw your consent to the processing at any time.
- The right to request that the data controller provide you with your personal data and where possible, to transmit that data directly to another data controller.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- The right to object to the processing of personal data.
- The right to lodge a complaint with the Information Commissioners Office.

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

To exercise all relevant rights, queries or complaints please in the first instance contact the Manager.

You can contact the Information Commissioner Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email> or at the Information Commissioner's Officer, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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