

DATA PROTECTION PRIVACY STATEMENT

Sharing information with others

As a preschool it is necessary for us to collect personal information about you and your child. Sometimes we have to confirm or share information with other organisations. If we need to do this, we will make it clear to you on the forms you complete giving us the information. We will inform you before sharing any of yours or your child's information.

In some cases, a third-party organisation, such as a funding body, may require you to sign an agreement to allow your information to be shared e.g. on a funding form. Please read all paperwork thoroughly before signing, so that you know exactly how your information will be used.

Information

We will make sure that the information about you is accurate and up to date when we collect or use it. You can help us with this by keeping us informed of any changes to the information we hold about you.

Information security

We will keep information about you and your child secure. We will protect your information against unauthorised change, damage, loss or theft. All information collected on paper forms is kept locked away. Our computer, and tablets are password protected.

Keeping information

We will hold information about you and your child only for as long as the law says. After this, we will dispose of it securely.

Openness

We will tell you what kinds of information we hold and what we do with it.

Access and correctness

Whenever possible, we will let you see the information we hold about you and correct it if it is wrong.

In general

We will comply with the Data Protection Act 1998 and any subsequent legislation on information handling and privacy. We will do this through Leverstock Green Playgroup's Data Protection Policy. We will help you with any questions or problems that you may have with the Data Protection Act 1998, the Human Rights Act 1998 or the Freedom of Information Act 2000. If we cannot help you, we will give you advice on where to write to get the information you may need. You can contact the ICO tel no 0303123113.

Our Commitment

We will only collect information that is necessary for what we do. We will be fair in the way we collect information about you. We will tell you what we intend to do with the information about you. Where practicable, we will collect information directly from you. If we collect information about you from someone else, we will make sure you know that we have done this whenever possible.

Types of information we collect

Yours and your child's full names; Your child's date of birth; Your address; Your contact numbers and those of your emergency contacts; Your email address; Your child's medical conditions; In some cases, your National insurance number.

While your child is with us we store information regarding:

Their ongoing progress and development; photographs of them; Accident records; medication records

You have the right to withdraw consent at any time should you wish. We would ask for this to be in writing please.

Signed

Dated