



Menston preschool Privacy policy

Introduction

At Menston Preschool we take your privacy seriously and are committed to ensuring that your 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 when you visit our website, 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 the Menston Preschool.

Our full legal information as a data controller, is:

Menston Preschool, a charity registered in England Wales (number 1164354) Address: Kirklands Community Centre, Menston, Ilkley LS29 6HT

The legal basis for handling your data

When collecting your personal data, we’ll always make it clear to you, which data is necessary in connection with a particular service.

The law on data protection sets out several different reasons for which an organisation may collect and process your personal data, including:

Consent

In specific situations, we can collect and process your data with your consent.

For example, when you tick a box to receive emails.

Contractual obligations

In certain circumstances, we need your personal data to comply with our contractual obligations.

Legal compliance

If the law requires us to, we may need to collect and process your data.

For example, where we have Safeguarding concerns, we are obligated to pass the information on to law enforcement and the relevant department within the Local Authority.

Legitimate interest

In specific situations, we require your data to pursue our legitimate interests in a way which might reasonably be expected as part of running our charity, and which does not materially impact your rights, freedom, or interests.

For example, we may send information about sector updates and policy changes by email and post to support their practice and development.

We may also email you to follow up on your interest in Menston Preschool. We will do this based on our legitimate interest in marketing our services

[When do we collect your personal data?](#)

We collect your personal data when you:

- Use our website and view the information we make available,
- Visit our website and submit an enquiry, on the phone or online.
- Book any kind of appointment with us or book to attend an event.
- When you communicate with us via social media
- Complete feedback and you choose to provide your personal details.
- Complete our application form for a place at Preschool.
- Apply for a job to work for us.
- Contact us by any means with queries, etc.

[What sort of data do we collect and how we use your information?](#)

We want to deliver excellent customer service. To achieve this, we do need to have relevant information about our service users.

[The types of data we collect and how we use it](#)

When you contact us via email, we may ask you for your name, contact telephone number. We will use your information to verify your details and we may use your telephone number or email address to contact you regarding your enquiry.

We may also email you after your enquiry to follow up on your interest and ensure that we have answered it to your satisfaction.

When you complete an application for a place at Menston preschool your details are added to our admissions list and your email address is added to our contact list.

You may be able to participate in leaving feedback for Menston Preschool. If you choose to, we may ask for information such as your name, e-mail address, contact information. We may use this information to develop and improve our products and services and our customer relationships (where relevant).

If you use our setting, we will require information about your child to be able to support their welfare, health, and development needs. In addition: D.O.B, your address and emergency contact details. We will also require information to be able to process your claim for up to 30 hours free childcare.

To use some of our local services we will require details about you and your children, including health, development, and behavioural issues.

In some cases, we may require evidence of documentation to be able to use certain services or to take up employment with us.

If you have a complaint about one of our services, we will normally require your name, contact details and relevant information about your concern, to be able to resolve the matter.

Disclosing information relating to a third party

Before you disclose to us the personal information of another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with the terms of this notice.

Who do we share your data with?

We sometime share your data with trusted third parties which include:
IT companies that support our website development and support other business-related software.

Our insurance underwriter (only where applicable)

In some cases, we may have a legal obligation to share your personal data with additional parties. Examples of this include:

1. If we are legally required to do so, for example, by a law enforcement agency, court or local government department that deals with child protection issue.
2. If it is necessary to protect our rights, property, or safety or to protect the rights, property, or safety of others.
3. If we are taken over all or in part by another setting / organisation
4. If we take over all or part of another setting / organisation

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.

Where we engage third parties to process personal data on our behalf, they:

- are obligated to comply with the requirements of data protection laws.
- are obligated to only use the data for the purpose/s for which it was supplied.
- are under a duty of confidentiality; and are required to implement appropriate technical and organisational measures to ensure the security of your data.

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 or locked cupboards.

Our third-party processors will also store your data on secure IT systems which may be situated inside or outside of the European Economic Area. They may also securely store data in paper files.

How long do we keep your data?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Automated Decision Making

We may monitor, analyse, and compile statistical and performance information based on and/or related to your use of the services, in an aggregated and anonymised format.

We may also use your personal information to communicate with you about our services. This correspondence may be generated from your interest based on your enquiry

Your rights

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

- request to access and obtain a copy of your data on request.
- request that we change incorrect or incomplete data; and
- request that we delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.

Where we rely on consent to processing your personal data you can request to withdraw your consent at any time for example, you may choose to stop receiving e-mails we send to you.

If you would like to exercise any of these rights, please email your request to the Business Manager: office@menstonpreschool.org

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 email the Business Manager: office@menstonpreschool.org

How to contact the Information Commissioner Office (ICO)

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 posted on our website, so that you may be aware at all times of how we use your data

Further privacy information relating to specific services

We also have the following policies in place, these are available on request by emailing: office@menstonpreschool.org

Privacy Statement – Parents and Carers

Privacy Statement – Staff

Children's Records policy

Provider Records policy

Confidentiality policy