



## Caversham Heights Pre-School Privacy Notice

(last updated May 2022)

Caversham Heights Preschool  
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[info@cavershamheightspreschool.org](mailto:info@cavershamheightspreschool.org)

### Introduction

In the course of our activities, we, Caversham Heights Pre-School (the “**Pre-School**”), may process personal information about (a) children attending the Pre-School or applying to attend the Pre-School, together with their parents, legal guardians or carers (as applicable), and (b) any employees, volunteers, committee members, governors or any other persons holding a position of trust in connection with the Pre-School (as applicable, “**You**”, and “**Your**” shall be construed accordingly).

**We are committed to safeguarding Your privacy and recognise the need to treat Your personal data in an appropriate and lawful manner, in accordance with the General Data Protection Regulation (GDPR), May 2018. Please read the following privacy policy to understand how the information You provide to us is used and protected. If You have any queries or concerns regarding these practices, please contact us by emailing: [info@cavershamheightspreschool.org](mailto:info@cavershamheightspreschool.org)**

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 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, nationality, ethnic background, language(s) spoken, religion, other social background information, doctor/health visitor contact details, health and medical needs, immunisations received, development needs, any special educational needs, past connections with the pre-school, which school your child will attend, how long your child will attend the pre-school

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 and work address, email address, phone numbers, emergency contact details, and family details, contact details of the person authorised to collect your child from pre-school.

This information will be collected from you directly in the Registration Form and the New Starter Details form

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

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

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

We use personal data about you and your child in order 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
- to support your child's wellbeing and development by understanding your child's background
- to manage any special educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service via weekly newsletters
- to enable you to access and edit the Parent Help Rota via our website

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing. Your child's learning record is recorded and stored on the Tapestry system for which we have requested explicit consent. Details of their service and privacy policy can be found at [www.tapestry.info/privacy/](http://www.tapestry.info/privacy/)

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 *Transfer of Records* policy).

### **Who we share your data with**

In order for us to deliver childcare services we will also 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 chip and pin and/or direct debit payments (as applicable)
- invoicing software providers (parents' names and email addresses only)
- the Local Authority (where you claim up to 30 hours free childcare as applicable). Please see the Appendix 1 - Privacy notice from the Early Years Service for more detailed information.
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- the school that your child will be attending

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 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

### **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:

Storing all forms in a locked cabinet. The needed data is recorded and stored electronically on an encrypted laptop and shared only amongst staff that require it.

Our website is accessed via the internet and we ask you to use strong passwords to protect your account.

We keep our website secure by ensuring its regular maintenance and application of up-to-date plugins to minimise the risk of hacking.

### **How long do we retain your data?**

We retain your child's personal data for up to 3 years after your child no longer uses our 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 child's learning and development records are maintained by us via the Tapestry system and handed to you when your child leaves. Your accounts on Tapestry along with your child's data will be deleted within six months of your child leaving our setting.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children's and Provider Records policies).

### **Automated decision-making**

We do not make any decisions about your child based solely on automated decision-making.

### **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

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 us. 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 Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](https://ico.org.uk/)

### **Changes to this notice**

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

## **Appendix 1 - Reading Borough Council Early Years Privacy Notice (May 2018)**

(How we use children and parent's information)

The purpose of this notice to explain how Reading Borough Council's Early Years Service uses children and parent's information for the purposes of data protection legislation.

### **The categories of the information that we collect, process, hold and share include:**

- Name, Date of Birth, Address, National Insurance Number, NASS Number, Unique pupil number,
- Ethnicity, Language, Free School Meal Eligibility, Benefit Claims, Special Education Needs or
- Disability Assessments, House Hold Income, relevant Child Development Data

### **Why we collect and use this information**

We use children's and parent's data to enable us to carry out specific functions for which we have a Statutory and Non-Statutory responsibility, derive statistics which inform decisions such as the funding of Childcare Providers, assess performance and to set targets for Childcare Providers

### **The lawful basis on which we use this information**

We collect and use this information under the Education Act 1996 and adhere to General Data Protection Regulations (GDPR) - May 2018.

### **Collecting this information**

Whilst the majority of children and parent's information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

### **Storing this information**

We hold children and parent's data securely on an encrypted database.

We routinely share children and parent's information with:

- the Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- Reading Borough Councils School Admissions Team for the purpose of allocating school places.
- Education Checker Service and HMRC for the purpose of validating eligibility to Early Years Pupil Premium, 2 Year Old Funding and Early Years Extended Entitlement.

### **Why we share this information**

We share children and parent's data with the Department for Education (DfE) on a statutory basis under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

This data sharing underpins school funding, educational attainment policy and monitoring and

enables them to; produce statistics, assess our performance and to evaluate Government funded programmes.

We do not share information about children or parent's without consent unless the law and our policies allow us to do so.

### **Data collection requirements**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### **The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The law requires us to provide information about our pupils to the DfE as part of statutory data collections. Some of this information is then stored in the national pupil database (NPD). The legislation that requires this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The Department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis, producing statistics, providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data
- To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact DfE: <https://www.gov.uk/contact-dfe>

### **Requesting access to personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. They also have the right to object to processing of personal data that is likely to cause, or is causing, damage or distress, prevent processing for the purpose of direct marketing, object to decisions being taken by automated means, in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and claim compensation for damages caused by a breach of the Data Protection regulations

Please ask Parents to contact [early.years@reading.gov.uk](mailto:early.years@reading.gov.uk) for information we hold on them.

If you have a concern about the way we collect or use personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>