

Data Privacy Notice

St Joseph's Pre-school and Your Personal Data

We need to keep certain personal information about parents and children who use our services in order to fulfil our contractual obligations and deliver the learning and development of all children in our care, and to ensure they are ready for school. Under the Childcare Acts 2006 and 2016, we are required to adhere to the requirements contained within the Early Years Foundation Stage (EYFS) framework, which is mandatory for all Early Years providers in England, as well as adhering to the General Data Protection Regulation (GDPR) with regards to the processing of this personal information.

We only collect personal data when we have a lawful reason for doing so, and we only use it for the purpose it was originally obtained for. We take steps to ensure that the data we keep is accurate, up to date and secure, and we do not keep it for any longer than is necessary. We have written policies and procedures in place for dealing with personal data, including breaches of security, and our staff have appropriate training and awareness of data protection principles and procedures.

Our Data Protection Officer is the Committee Chairperson.

St Joseph's Pre-school pays an annual subscription to the Information Commissioner's Office (ICO) to be included in their Data Protection Register. The Pre-school's reference number in this respect is ZB019647.

St Joseph's Pre-school are a Data Controller for your personal data, which means that we decide what information we need to keep about you and why¹, and how we process and store that information.

What personal data do we keep and process?

St Joseph's Pre-school will collect only the personal information we need to perform our functions. When you register your child for the setting we ask you to complete an enrolment pack which may include personal data. Personal data can only be viewed and processed by relevant staff. Data about children is classified as 'sensitive' and we take extra care to keep it safe.

What do we use your personal data for?

St Joseph's Pre-school will use the information about you and your child to enable us to comply with EYFS. It also assists us in completing your child's learning and development journey with us prior to your child's entry into primary school. We also use relevant data to enable us to receive Nursery Education Funding and to fulfil our contract with you, eg. processing payments.

How is your personal data stored?

Your personal data is stored in the following ways:

- enrolment forms (physical format): these are kept in your child's file which is kept securely under lock and key in a building with secure access. These files are only accessed by the Lead Practitioner or under her direction;
- Tapestry (recording of learning journeys) (electronic format): password protected on hand held devices which are kept securely under lock and key in a building with secure access;
- Accident records (physical format): kept in a building with secure access. Full accident records are kept in a locked cupboard within the building.
- Children's invoices (electronic format): password protected IT devices which are kept securely under lock and key and the information is regularly backed up – minimum once a month.

¹ Guided by the EYFS

What is the legal basis for processing your personal data?

Your data is processed on the basis of your contract with us for the care of your child.

How long do we keep your personal data for?

St Joseph's Pre-school will keep your personal data as long as your child is enrolled in our setting. After your child has left there is some data that we are required to keep under statutory regulations² for 3 years. Paperwork with regards to your funding statutory entitlement will be kept for 6 years – as advised by Gloucestershire County Council, the funding provider. All personal data is kept securely, under lock and key with limited access³. You can see our retention of records policy for more details via our website, www.st-josephs-preschool-nympsfield.co.uk⁴.

Who do we share the information with?

St Joseph's Pre-school may share information with other professionals involved in your child's care and education, where appropriate. This may include health professionals, other early years providers, and schools that your child attends or transfers to, in order to support their learning, development, wellbeing, and continuity of care.

We use Tapestry as our secure online learning journal system to record and share children's observations and learning journeys with parents/carers.

Information may also be shared with regulatory or statutory bodies where required, including Ofsted, the Local Authority, or safeguarding agencies.

Your consent (written and/or verbal) will be sought before sharing information where required, unless there is a safeguarding concern or legal obligation that allows or requires us to share information without prior consent⁵.

Lawful basis for photographs and videos

St Joseph's Pre-school may take photographs or videos of children as part of the day-to-day running of the setting, including recording activities and observations for use on a secure online learning journal system, Tapestry. The lawful basis for this processing is *Legitimate Interests*, as it supports children's development and the effective operation of the setting, while respecting children's privacy and rights.

We will also seek specific parental/carer *Consent*⁶ for the use of photographs or videos for promotional purposes, such as on our website, social media pages, newsletters, displays, or newspaper articles. Consent forms are completed during enrolment and are reviewed and re-signed annually by parents/carers.

Parents/carers may withdraw consent for promotional photographs or videos at any time. Where photographs or videos are processed under *Legitimate Interests*, parents/carers have the right to object or raise concerns, which the pre-school will consider carefully in line with children's privacy rights and the needs of the setting.

What are your rights with regard to your personal data?

Under the GDPR you have the right to:

- Know what personal data we keep about you.
- Request a copy of the personal data we hold about you.
- Request that we correct any personal data which is found to be inaccurate or out of date.
- Request that we erase any personal data where it is no longer necessary for us to keep that data.
- Request us to transmit the personal data that we hold about you to another data controller. (This

² Section 3 of the EYFS

³ See No 5.4: Data Protection

⁴ No 5.7 Retention Periods for Records

⁵ See No 1.2: Safeguarding Children and Child Protection

⁶ Lawful basis

right only applies where the processing we do is by your consent or for the processing of a contract, and where that processing is by automatic means.)

- Withdraw your consent for processing to which you have previously given your consent. (Please note that if you do this it may affect our ability to fulfil our contract with you).

Who to contact

If you have any queries or complaints, or wish to exercise any of the above rights, please contact our Data Protection Lead via email on stjosephspresch@gmail.com, or write to the Committee Chairperson, St Joseph's Pre-school, Front Street, Nympsfield, Stonehouse, Gloucestershire GL10 3TY. We will respond to your request within 30 days from the initial date of the request even if this was via telephone or in person.

Making a complaint to the Information Commissioner

If you wish to make a complaint about how we use your personal data to the ICO, you can contact them by visiting their website at <https://ico.org.uk/> or by calling 0303 123 1113.

St Joseph's Pre-school's policies and procedures

You can access copies of all the Pre-school's current policies and procedures, including those referenced in this Privacy Notice, via the Pre-school's website.

Further information about free funding entitlement

If you need more information about how our Local Authority, Gloucestershire County Council, uses your information with regards to your child's funding entitlement, then please visit their website: www.gloucestershire.gov.uk.