

# 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. From 25 May 2018 the processing of this personal information is governed by the General Data Protection Regulation (GDPR) 2018.

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 why<sup>1</sup>, 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.

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<sup>1</sup> 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 regulations<sup>2</sup> 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 access<sup>3</sup>. You can see our retention of records policy for more details<sup>4</sup>.

## **Who do we share the information with?**

St Joseph's Pre-school will share your information with other health professionals and early years providers, if applicable. Your consent (written and/or verbal) will be sought beforehand, unless there is a specific safeguarding issue which allows us to bypass this<sup>5</sup>. Within our enrolment form we ask for your specific permission to take photographs of your child for their learning journey and, on occasion, for use in newspaper articles or on our website.

## **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 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](mailto: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 section of St Joseph's Catholic Primary School's website (click link [here](#)).

## **Further information about free funding entitlement**

If you need more information about how Gloucestershire County Council, our local authority, uses your information, please visit <https://www.gloucestershire.gov.uk/media/1517482/glos-early-years-privacy-notice-2018-19.pdf>.

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<sup>2</sup> Section 3 of the EYFS

<sup>3</sup> See No 5.4: Data Protection

<sup>4</sup> No 5.7 Retention Periods for Records

<sup>5</sup> See No 1.2: Safeguarding Children and Child Protection