



CHOLSEY PRESCHOOL POLICIES

Privacy Policy

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Introductory Information

Personal data is information that identifies you/your child (e.g. name or telephone number). It is important, and you should treat it as you would any other valuable item. This Privacy Policy (PP) explains Cholsey Pre-School's (CPS) commitment to protecting your data and how we implement that.

The General Data Protection Regulation (GDPR) (2018) governs how CPS collects, stores, processes and shares your data.

Under these rules CPS is a Data Controller ("DC") when collecting information about you/your child for the purposes of running CPS.

CPS is also a Data Processor ("DP") because we collect information for Oxfordshire County Council (OCC) and OFSTED. Please refer to their respective websites for their PPs.

CPS needs certain information from you/your child for legitimate reasons. Refer to 'How We Use Your Information' below.

Data Protection Principles

CPS is committed to complying with these 8 data protection principles. Personal data shall:

1. be processed fairly and lawfully;
2. be obtained for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with the purpose(s);
3. be adequate, relevant, and not excessive in relation to the purpose or purposes for which they are processed;
4. be accurate and where necessary, kept up to date;
5. not be kept for longer than is necessary for the purpose(s);
6. be processed in accordance with the rights of data subjects under the General Data Protection Regulation (GDPR) (2018).



Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss, destruction, or damage to it.

Personal data shall not be transferred to a country or territory outside the European Economic Area unless it ensures adequate protection for your rights and freedoms in relation to the processing of personal data.

Cholsey Pre-School shall regularly review data protection procedures and guidelines.

Collecting Your Information

We receive information in several ways. When you:

- apply for, or we offer you, a place at CPS via the completion of a Registration Form.
- complete funding forms required by Oxfordshire County Council.
- let us know of a change in your personal circumstances (e.g. marriage, house move).

We may receive information from another organisation, e.g. social services or health visitors. For further information, please refer to our Policy 'Information Sharing CPS104'

How We Use Your Information

Administration

We use this information for the provision of child care. The types of personal information we collect and use include:

- The personal details of your child, including health and well-being;
- Contractual matters, including fees due;
- Details of the child's family (so we can contact you in case of an emergency);
- Medical information;



- Ethnic background of your child (OCC require this as part of the process to obtain Nursery Education Funding for your child). This is also used when CPS applies for grants and funding from Government bodies.
- Early Support – including any additional focused intervention provided by our setting (e.g. support for behavior, language or development that needs an SEN action plan) and records of any meetings held.
- Welfare and child protection concerns – including records of all welfare and protection concerns, and our resulting action, meetings and telephone conversations about the child, an Education, Health and Care Plan and any information regarding a Looked After Child.
- Correspondence and Reports – including a copy of the child’s 2 Year Old Progress Check (as applicable), all letters and emails to and from other agencies and any confidential reports from other agencies.
- Confidential records are shared where there have been child protection concerns according to the process required by our Local Safeguarding Children Board.

Provision of Education

We collect and use developmental details of your child, including observations of your child in the setting, photographs, video clips and samples of their work and summary developmental reports. This is so we can ensure your child’s developmental needs are catered for.

We share developmental information with other settings if your child attends more than one pre-school/nursery. For a smooth transition to *school* or new nursery, we share appropriate information with the receiving setting or school at transfer.

Keeping You Informed

We use your email address to keep you updated about events at CPS
(Note: This is optional, and you can opt out of receiving email updates at any time).



How Long We Keep Personal Information

We are required to keep certain personal information including registers, medication record books and accident record books pertaining to the children for at least 3 years after the child has left CPS. This is to comply with other Early Years legislation.

OCC requires us to keep Nursery Education Funding Forms for 7 years.

Who We Share Your Information With

Normally, information will just be shared within CPS. There are some occasions when we need to share personal information about you and / or your child with third parties. These are:

- If you choose to pay for CPS using Childcare Vouchers. We will share the minimum amount of your personal information necessary with the voucher scheme operator so they can identify you and make the appropriate payments to CPS on your behalf.
- If your child is entitled to Nursery Education Funding, we are required to share your personal details with Oxfordshire County Council (OCC) to identify your child and prove entitlement to funding.
- Every now and again, we receive requests for information from schools, government departments, the police and other enforcement agencies. If there is a proper legal basis for sharing your personal information, we will provide it to the organisation that is asking for it.
- We may on occasion use your personal information for the purposes of recovery of overdue fees.
- In case of an emergency, we may need to share with the emergency services details of your child including details of any medical conditions as provided to us by you.
- Please refer to our Policy, 'Managing Children's Records' (CPS603) for further information on how we look after and share your child's information.



Consent:

On our Registration Form you are asked to consent to CPS processing and controlling your child's personal information. You can withdraw your consent, and you can object to CPS processing your data, at anytime. CPS may still have a right to process some or all of your personal information (e.g. to provide medical treatment, protect your vital interests or in relation to a legal claim).

Requesting a Copy of Your Information

You have a right to a copy of the information we hold about your child. Please make your request in writing. Your request may be shared with other members of staff/committee members. It must say:

- If you are the person whose information it is or, if not, your relationship to that person and a copy of their authority to act on their behalf;
- Your name and address, plus that of the person whose information it is, if it is not yours;
- What information you are looking for (specific or general).

We will need to check your identity before we can process your request. Please provide proof of your identity when making a request (passport, driver's license etc). You will receive a response within one month.

You can ask us to edit or delete the information about you that we hold, and we will do so, if appropriate. Please refer to our policy 'Confidentiality and Client Access to Records' (CPS103) for more detailed information regarding access.

Contact Details

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