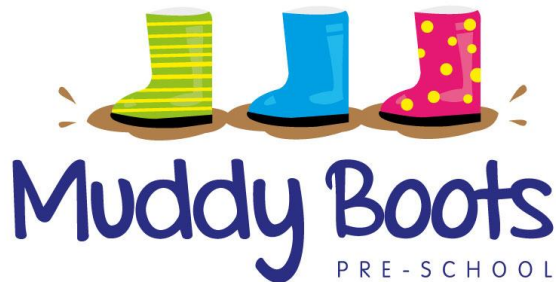


Muddy Boots Pre-School CIO

Privacy Notice



Review Date:	SEE COMMITTEE POLICY REVIEW SCHEDULE
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Privacy

Policy statement

The General Data Protection Regulation (GDPR) states that personal data should be ‘processed fairly & lawfully’ and ‘collected for specified, explicit and legitimate purposes and that individual’s data is not processed without their knowledge and are only processed with their ‘explicit’ consent.

Muddy Boots Pre-school is committed to ensuring that any personal data we hold about you or your child is protected in accordance with data protection laws and is used in line with your expectations. 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 we collect

We collect personal data about you and your child to provide care and learning tailored to meet your child’s individual needs. Personal details that we obtain from you include your child’s: name, date of birth, address, and health, development and any special educational needs information. We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal data that we collect about you includes: your name, home and work address, phone numbers, email address, emergency contact details, and family details.

We will only with your consent collect your national Insurance number or unique taxpayer reference (UTR) where necessary if you are self-employed and where you apply for up to 30 hours free childcare and early education. We also collect information regarding benefits and family credits. Please note that if this information is not provided, then we cannot claim funding for your child.

We also process financial information when you pay your childcare and early education fees by chip and pin or direct debit. We may collect other data from you when you voluntarily contact us.

Where applicable we will obtain details of your child’s social worker, child protection plans from social care, and health care plans from health professionals and other health agencies.

We may collect this information in a variety of ways. For example, data will be collected from you directly in the registration form; from identity documents; from correspondence with you; or from health and other professionals.

Why we collect personal data and the legal basis for handling your data

We use personal data about you and your child to provide childcare and early education services and to fulfil the contractual arrangement you have entered. This includes using your data in the following ways:

- to support your child's wellbeing and development
- to effectively manage any special education, health or medical needs of your child whilst at the setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain relevant contact about your child's wellbeing and development
- to contact you in the case of an emergency
- to process your claim for free childcare and early education, if applicable
- to enable us to respond to any questions you ask
- to keep you updated about information which forms part of your contract with us
- to notify you of service changes or issues
- to send you our e-newsletter

With your consent, we would also like to:

- collect your child's ethnicity and religion data for monitoring purposes
- record your child's activities for their individual learning journal (this will often include photographs and videos of children during play)
- sign you up for our free parent e-newsletter which provides resources and useful information for parents
- transfer your child's records to the receiving school when s/he transfers

If we wish to use any images of your child for training, publicity or marketing purposes we will seek your written consent for each image we wish to use. You are able to withdraw your consent at any time, for images being taken of your child and/or for the transfer of records to the receiving school, by confirming so in writing to the setting.

We have a legal obligation to process safeguarding related data about your child should we have concerns about her/his welfare.

Who we share your data with

As a registered early years provider to deliver childcare and early education services it is necessary for us to share data about you and/or your child with the following categories of recipients:

- Ofsted, or the childminder agency (if registered with an agency) when there has been a complaint about the childcare and early education service or during an inspection
- banking services to process chip and pin and/or direct debit payments
- the local authority if you claim up to 30 hours free childcare
- the governments eligibility checker as above, if applicable
- our insurance underwriter, where applicable
- an email newsletter service, where you have given consent to receive our e-newsletter

We will also share your data:

- if we are legally required to do so, for example, by a law enforcement agency, court
- 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 medical services, social services, or the police
- if it is necessary to protect our rights, property, or safety or to protect the rights, property, or safety of others
- with the school that your child will be attending, when they transfer, if applicable
- if we transfer the management of the provision out or take over any other organisation or part of it, in which case we may disclose your personal data to the prospective seller or buyer so that they may continue using it in the same way

Our pre-school management and communication software provider may be able to access your personal data when carrying out maintenance task and software updates on our behalf. Any maintenance or system updates are performed in-house, by a trusted company, under supervision from a member of staff authorised to have access to our files.

We will never share your data with any organisation to use for their own purposes.

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 under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of 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.

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

All paper copies of children's and staff records are kept in a locked office at Muddy Boots Pre-school. Members of staff have restricted access to these files, ensuring that the information taken from the files remains confidential and on site at all times. These records are shredded after the retention period.

Information about individual children is used in certain documents, such as, a daily register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are shredded after the relevant retention period.

The names and addresses of those on our waiting list are shredded if the child does not attend or added to the child's file and stored appropriately.

Information regarding families' involvement with other agencies is stored both electronically on an external hard drive and in paper format. This information is kept in a locked filing cabinet at Muddy Boots Pre-school. These records are shredded after the relevant retention period.

Upon a child leaving Muddy Boots Pre-school and moving on to school or moving settings, data held on the child may be shared with the receiving school. Such information will be sent via the Tapestry secure file transfer system. For children attending a school who do not use Tapestry, the records will be passed to the parent/carers to be delivered to the receiving school.

Muddy Boots Pre-school holds the name, business address, email address and contact number of the people who supply the Pre-school with services and resources. This information is stored both electronically on external hard drives and in paper format, this information is kept in a locked filing cabinet at Muddy Boots Pre-school. These records are shredded after the relevant retention period (7 years).

Muddy Boots Pre-school stores personal data held visually in photographs unless written consent has been refused by the parent/ carer. No names are stored with images in digital photo albums, displays or on the website. Photos used for marketing/website/prospectus purposes are used only after gaining parents' written permission, which is stored on the child's personal file. These photos are destroyed after the relevant retention period.

Access to the settings laptops, tablets, storage devices and Tapestry online learning journal is by password only. When a member of staff leaves the Pre-school, these passwords are changed in line with our Safeguarding policy.

How long do we retain your data?

We retain your data in line with our retention policy and guidelines issued by the EYA, a summary is below:

- You and your child's data, including registers are retained 3 years after your child no longer uses the setting, or until our next Ofsted, or childminder agency inspection after your child leaves our setting.
- Medication records and accident records are kept for longer according to legal requirements.
- Learning journeys are maintained by the setting and available at your request when your child leaves. Records are kept and archived in line with our data retention policy.
- In some cases (child protection or other support service referrals), we may need to keep your data longer, only if it is necessary to comply with legal requirements. We will only keep your data for as long as is necessary to fulfil the purposes it was collected for and in line with data protection laws.

Your rights with respect to your data

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

- request to access, amend or correct the personal data we hold about you and/or your child
- request that we delete or stop processing your and/or your child's personal data, for example where the data is no longer necessary for the purposes of processing or where you wish to withdraw consent
- request that we transfer your and your child's personal data to another person
- not to be subject to automated decision-making including profiling. Automated decisions and profiling are used for marketing organisations. Muddy Boots Pre-school does not use personal data for such purposes.

If you wish to exercise any of these rights at any time please contact the manager at the setting by email, telephone or when you attend the setting. We will provide access within 1 month of receipt of request.

Muddy Boots Pre-school can refuse a request, if we have a lawful obligation to retain data i.e., from Ofsted in relation to the EYFS, but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the Information Commissioner's Office (ICO) if they are not happy with the decision.

Data collected on employees and other parties

We are required to collect certain details of visitors to our Pre-school. We need to record: visitor's names, telephone numbers, addresses and where appropriate company name. This is in respect of our Health and Safety and Safeguarding Policies.

As an employer Muddy Boots Pre-school is required to hold data on its employees; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID such as passport and driver's license, bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. This information is sent via a secure file transfer system to Capita Security Watchdog for the processing of DBS checks.

Staff records must be kept for 6 years after the member of staff leaves employment, before they can be erased. This data is archived securely onsite and shredded after the legal retention period.

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 contact the manager at the setting.

How to contact the Information Commissioner Office (ICO)

If the manager is not able to address your concern, please contact our chair of committee, by emailing muddybootschair@gmail.com

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 shared with you so that you may be aware of how we always use your data.