

Little Companions' Privacy Notice

Little Companions Preschool Columbia Avenue, Ruislip Middlesex HA4 9SU

Data Protection Coordinators Naazish and Reema

Introduction

We are committed to ensuring that any personal data we hold about you and 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 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, health and medical needs, development needs, and any special educational needs

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, phone numbers, emergency contact details, and family details

This information will be collected from you directly in the registration 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
- 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

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.

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)
- the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- 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 [my/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:

Ensuring all data is kept locked and secured within the setting, any data kept on the Preschool laptop is kept under a password and shared only with practitioners when necessary. Only current parents are subscribed to the newsletter and any emails sent out do not disclose any personal details without consent. Data is stored for a necessary period and then disposed or deleted accordingly.

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 and handed to you when your child leaves. Photos of your child are deleted once used for your child's learning journey and your child has left the 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 have continued 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.

General Data Protection Regulation Policy (GDPR)

GDPR stands for General Data Protection Regulation. This new regulation has replaced the Data Protection Act. It was passed by the EU parliament in 2016 and came into effect on the 25th May 2018.

GDPR states that personal data should be 'processed fairly and lawfully', 'collected for specified, explicit and legitimate purposes' and that the individual's data is not processed without their 'explicit consent'. GDPR covers personal data relating to individuals. Little Companions Pre-School is committed to protecting the rights and freedom of individuals with respect to the processing of children's, parents, visitors and staff personal data.

GDPR includes 7 rights for individuals

1. The right to be informed

Little Companions Preschool is a registered childcare provider with Ofsted and as so, is required to collect and manage certain data. We need to know the parents' names, addresses, telephone numbers, email address, date of birth and National Insurance number. We need to know children's full names, addresses and date of birth. For parent's claiming the free childcare entitlement, we are requested to provide this data to Hillingdon Council; the information is sent to them in confidence.

We are required to collect certain details of visitors to our pre-school. We need to know names, telephone numbers, addresses and company name (if applicable). This is in respect of our Health and Safety and Safeguarding policies.

As an employer Little Companions Preschool is required to hold data on its employees; names, addresses, telephone numbers, date of birth, bank details, National Insurance numbers and photographic identification such as a passport or driving license. This information is also required for the Disclosure and Barring Service checks (DBS) that are carried out and to check proof of eligibility to work in the United Kingdom. This information is sent via a secure file transfer system, to the processor of the DBS checks.

Little Companions Pre-School Group does not use cookies on its website.

2. The right to access

At any point, an individual can make a request relating to their data. Little Companions Preschool will need to provide a response to any requests, within 1 month. Little Companions Preschool can refuse a request, if there is a lawful obligation to retain the data i.e. from Ofsted, in relation to the EYFS. We will always inform the individual of the reasons for rejection. The individual has the right to complain to the ICO if they are unhappy with the decision. Little Companions is registered with the ICO. [Reporting a breach to the ICO](#)

3. The right to erasure

You have the right to request deletion of your data, where there is no compelling reason for its continued use. However, Little Companions Preschool has a legal duty to retain children and parents' details for a reasonable amount of time. Little Companions Preschool is required by law, to retain children and parents records for 3 years after the child has left the Pre-School. Accident and Injury records must be kept until the child reaches the age of 21. Child protection records must be retained until the child reaches the age of 24. Staff records must be kept for 6 years after the employment ceases. All of the data that we retain is archived securely, in a locked cupboard. It is shredded after the legal retention period.

4. The right to restrict processing

Parents, visitors and staff can object to Little Companions Preschool processing their data. This means that records can be stored, but must not be used in any way.

5. The right to share data

Little Companions Preschool requires some data to be shared with a third party, such as; the Local Authority and Payroll. These recipients use secure, file transfer systems and have their own policies and procedures in place, in relation to GDPR.

6. The right to object

Parents, visitors and staff can object to their data being used for certain activities, such as; marketing or research.

7. The right to not be subject to automated decision-making, including profiling

Little Companions Preschool does not use personal data for such purposes.

Storage and use of personal information

All paper copies of children and staff records are kept securely in a locked cupboard at the pre-school. The manager has access to all records and staff has limited access, on a need to know basis.

Records held on the computer, are backed up on a weekly basis and can only be accessed by the 'Data Controller'. These records are password protected.

All records are kept on site at all times. Archived records are shredded after the retention period.

In order to fulfil their role, to supervise and support the operations of the Pre-school, Managers and senior practitioners also deal with confidential information, including names and addresses of parents.

All information held, both paper and digital records will be kept confidential within the management committee and staff. In the event of there being any wrongful disclosures of confidential information, it will be investigated immediately.

Upon a child leaving Little Companions Preschool and moving on to school or a new setting 'settling support documents, all about me' held on the child may be shared with the receiving school/setting and parents will be informed about this prior to sharing of information. Such information will be sent via an email in confidence to the school's teaching team.

It is the parent's responsibility to ensure that the information given to us in the registration forms, are correct and kept up to date.

GDPR means that Little Companions Preschool must:

- Manage and process personal data properly.
- Protect the individual's rights to privacy.
- Provide individuals with access to all personal data that is held on them.

If any person wishes to know what information we hold on them, they should speak to our Data Protection Officers- Naazish and Reema

Changes to this notice

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