



# Brant Broughton Preschool Privacy Statement 2018

Brant Broughton Preschool is a provider of a service that collects personal information about children and their families.

The staff employed by Brant Broughton Preschool will collect the necessary information. We collect and use information under the Early Years Foundation Stage Statutory Framework (2017), Data Protection Act (1996) and the GDPR (2018). This data is required for both contractual and emergency reasons.

The categories of pupil information that we collect, hold and share by law and are an OFSTED requirement include:

- Personal information (such as name, address, DOB)
- Characteristics (such as ethnicity, language, nationality, country of birth, EYPP)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Child's assessment summary and progress sheet
- Special Educational Need/Disabilities (SEND), medical needs information and Monitoring and Intervention folder
- Any information relating to behaviour incidents/exclusions
- Parents addresses (if different) and contact phone numbers
- Copy of birth certificate (who has parental responsibility/and legal)
- Emergency contact details ( people not including parents who can collect)
- Allergies/dietary requirements information
- Any other special requirements/needs/medical history details
- Doctors name, address and contact number

Brant Broughton Preschool can no longer process Special Category Data regarding Race, origin and religious or Philosophical beliefs unless consent is given. Consent can be given and then withdrawn at any time.

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR we will inform you

whether you are required to provide certain pupil information to us or if you have a choice in this. Items which are voluntary:

- Getting to know your child form
- All about me form (asking permission for name to be displayed) this is used in and around the setting for name tags, learning journey drawers and shoe baskets)

Brant Broughton Preschool are required to inform you of how we process and store personal data within the setting. All paperwork regarding your child is stored in the office either in the locked filing cabinet or appropriate storage.

We collect and use the pupil data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To comply with the law regarding data sharing
- To comply with the requirements of Early years Foundation Stage Statutory Framework (2017)

Brant Broughton Preschool will share information with other settings (working in partnership and sharing information with other settings form) only after we have sought permission from parents/carers. Safeguarding concerns will be the only time permission may not be sought to speak to other agencies.

We also routinely share pupil information with:

- Our local authority (funding)
- The Department for Education
- Early years Childcare and Support EYCC
- Ofsted
- Schools that the child/ren will attend and after leaving us (sharing learning journeys and child's progress – transition form consent from parents/carers)

In our policies we do not share information about our children under the law and without consent. The personal data held at Brant Broughton Preschool is secure and only shared with a third party such as:

- another childcare setting (with consent and permission).
- health visitors and professionals (with consent and permission)
- Doctors or emergency services in the event of an emergency
- Safeguarding complaint

Brant Broughton Preschool asks parents to share photographic visual data through a secure email address, this data will be used and shared around the setting:

- Photos may be used in and around the setting on displays or learning journeys (birthday cake, Early years outcome display, In the moment planning board, key person caterpillar display, placemats or learning journeys)

Also data is displayed in areas, permission is asked before displaying items around the setting. Photographs are deleted from camera/tablet after items have been used or displayed. Brant Broughton Preschool is a secure, alarmed premises, with designated members of staff and chairperson of the management committee as key holders.

Photos may also be used for promotional material (newspapers, social media (facebook) and Brant Broughton Preschool website (with consent from parents/carers)

Brant Broughton must adhere to the lawfulness of Processing Data. All data collected by Brant Broughton Preschool will fall in one of the following categories:

- Consent of the data subject
- Processing is necessary for the performance of a contract with the data subject.
- Processing is necessary for the compliance with a legal obligation.
- Processing is necessary to protect the vital interest of the data subject.
- Processing is necessary in the public interest or the controller has official authority.
- Processing is necessary for the purpose of legitimate interest pursued by the controller or Management.

Brant Broughton Preschool will ensure we retain personal data records for the correct amount of time in line with legal guidance on 'Retention periods for personal data'. Brant Broughton Preschool must retain certain records on children for legal reasons. However, you have the right to ask for additional data to be handed to you or for Brant Broughton Preschool to destroy it appropriately.

Items the setting has on the premises for your child's development and learning are:

- Learning Journeys
- Key person file (includes summary assessment, sharing information details)

Brant Broughton Preschool is a registered charity and managed by a parent run committee. Under the Data Protection Act (1996), Charity Commission and GDPR (2018) committee members are aware of data protection and confidentiality regarding data records, children's and families personal identities and Brant Broughton Preschool's reputation.

All committee meetings are in the designated setting, and committee members are aware of sharing confidential information in line with Brant Broughton Preschool Policies.

Under data protection legislation, parents/carers have the right to request access to their information held by Brant Broughton Preschool and parents/carers can withdraw consent at any time (other than for information needed by law).

Brant Broughton Preschool is registered with ICO (certificate is available to view on information board).

If you have a concern about how Brant Broughton Preschool are collecting or storing your personal data, we request that you raise your concern in the first instance in writing to the Management and the Chair of the Committee. Alternatively, you can contact the Information Commissioner's Office at [www.ico.org.uk/concerns/](http://www.ico.org.uk/concerns/)