**GDPR Privacy Notice and Policy (parents)**

**WHAT IS THE PURPOSE OF THIS DOCUMENT?**

St Joseph’s Pre-school Playgroup is the data controller and is committed to protecting the privacy and security of your personal information. This privacy notice describes how the Preschool collects and uses personal information about children attending the Preschool (“Child” or “Children”) and the parents of the Children (“Parents”) (known collectively as “you” or “your”), in accordance with the General Data Protection Regulation (GDPR).

St Joseph’s Pre-school Playgroup is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice. This notice applies to Children and Parents. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practical. It is important that Parents read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

**DATA PROTECTION PRINCIPLES**

We will comply with data protection law. This says that the personal information we hold about you must be: 1. Used lawfully, fairly and in a transparent way. 2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes. 3. Relevant to the purposes we have told you about and limited only to those purposes. 4. Accurate and kept up to date. 5. Kept only as long as necessary for the purposes we have told you about. 6. Kept securely.

**THE KIND OF INFORMATION WE HOLD ABOUT YOU**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are “special categories” of more sensitive personal data which require a higher level of protection, such as information about a person’s health or sexual orientation.

**Children:**

We will collect, store, and use the following categories of personal information about Children:

**Funding purposes**: Name, date of birth, birth certificate, home address, attendance information, information about ethnicity

**Keeping children safe**: Dietary requirements, allergy information, medical conditions, medication records, accident forms, injuries forms, phone numbers for parents/carers, contact information for other adults should parents be unavailable (Please make sure you inform any friends or family members that you have given us their contact details), reports from other agencies such as health visitors, speech and language therapists, social services, records of any reportable death, injury, disease or dangerous occurrence

**Tracking children’s development and progress**:

Name, date of birth, gender, photos, video clips, written observations and reports on progress, information about special educational needs, home language

**Publicity:**

Photos

**Parents:**

We will collect, store, and use the following categories of personal information about Parents:

**For funding claims**: Name, home address, national Insurance number, ethnicity

**Prevent Strategy:** We may also collect, store and use the following “special categories” of more sensitive personal information: Records of conversations with Parents where Employees of the preschool deem it relevant to the prevention of radicalisation or other aspects of the government’s Prevent strategy.

**Keeping you informed:** personal email addresses

**HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

Children and Parents:

We collect personal information about Children and Parents from when the initial enquiry is made by the Parents, through the enrolment process and until the Children stop using the Preschool's services.

**HOW WE WILL USE INFORMATION ABOUT YOU** We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances: 1. Where we need to perform the contract we have entered into with you to care for and educate your child. 2. Where we need to comply with a legal obligation. 3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. We may also use your personal information in the following situations, which are likely to be rare: 1. Where we need to protect your interests (or someone else’s interests). 2. Where it is needed in the public interest or for official purposes.

Upon consent from Parents, personal data of children will be shared with schools for transition to the next stage of their education. Information will be passed on to other Early Years settings to support children’s transitions where applicable. Information will be shared with local authorities without the consent of Parents where there is a situation where there are safeguarding concerns. Ofsted will be allowed access to the Preschool’s systems to review child protection records, children’s development and progress, complaint records.

**Situations in which the Preschool will use personal information of parents**. We need all the categories of information in the list above (see Parents section within the Paragraph entitled ‘The Kind of Information we Hold About You’) primarily to allow us to perform our contracts with Parents and to enable us to comply with legal obligations.

**Change of purpose** We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you, as is appropriate in the circumstances, and we will explain the legal basis which allows us to do so. Please note that we may process a Child’s or a Parent’s personal information without their respective knowledge or consent, as relevant to the circumstances, in compliance with the above rules, where this is required or permitted by law.

**HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION** ”Special categories” of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information such as medical information. We have in place safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances: 1. In limited circumstances, with Parents’ explicit written consent. 2. Where it is needed in the public interest, such as for equal opportunities monitoring. Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect a Child or a Parent’s interests (or someone else’s interests) and the Child or Parent is not capable of giving consent, or where the Parent has already made the information public.

**Why might the Preschool share Child or Parent personal information with third parties?** We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

**Which third-party service providers process my personal information?** ”Third parties” includes third-party service providers such as local authorities, regulatory bodies, schools and other early years settings. The following third party service providers process personal information about you for the following purposes:

• Local Authorities – for funding and monitoring reasons (e.g. equal opportunities and uptake of funded hours)

• Regulatory bodies – for ensuring compliance and the safety and welfare of the children

• Schools – to provide a successful transition by ensuring information about the child’s progress and current level of development and interests are shared

**How secure is my information with third-party service providers**?

All our third-party service providers are required to take appropriate security measures to protect your personal information. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

**DATA RETENTION** How long will you use my information for? We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available from the Preschool. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. Once your child is no longer at the Preschool, we will retain or securely destroy your personal information in accordance with our data retention policy OR applicable laws and regulations.

**RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION** It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes. Your rights in connection with personal information: Under certain circumstances, by law you have the right to:

*Request access to your personal information (commonly known as a “data subject access request”).* This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

*Request correction of the personal information that we hold about you.* This enables you to have any incomplete or inaccurate information we hold about you corrected.

*Request erasure of your personal information*. This enables Parents to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

O*bject to processing of your personal information* where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.

*You also have the right to object where we are processing your personal information for direct marketing purposes*.

*Request the restriction of processing of your personal information*. This enables Parents to ask us to suspend the processing of personal information about you for example if you want us to establish its accuracy or the reason for processing it.

*Request the transfer of your personal information to another party.*

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Owner in writing. You will not normally have to pay a fee to access your personal information (or to exercise any of the other rights). See our confidentiality policy for more information.

What we may need from you: We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights).

**RIGHT TO WITHDRAW CONSENT** In the limited circumstances where you may have provided Your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Owner in writing. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law. Please be aware that in this situation we may not be able to continue to provide our service to you and your child.

**CHANGES TO THIS PRIVACY NOTICE** We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify You in other ways from time to time about the processing of your personal information.