

Safeguarding and Welfare Requirements: Information and Records:

Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.

Privacy Notice

Under data protection law, individuals have a right to be informed about how we use any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

The Pavilion Pre-School are the registered Data Controller for the purposes of data protection law and this Privacy Notice explains how we collect, store and share information to comply with the General Data Protection Regulation (GDPR) and as per our Confidentiality and Client Access to Records Policy, our Children's Records Policy and our Information Sharing Policy.

The personal data we hold

The categories of information that we collect, hold and share includes, but is not restricted to:

- Personal information (such as name and address)
- Characteristics (such as ethnicity, language, nationality and country of birth)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information (such as allergies and medical conditions)
- Special educational needs information
- Safeguarding information
- Details of any support received (such as SIPS)
- Photographs

We may also hold information received from other organisations including other pre-schools or nurseries, local authorities and the Department for Education.

Why we collect and use this information

We use the information to:

- support learning
- support children's development
- monitor progress

- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use personal information when the law allows us to. Most commonly, we use it where we need to:

- comply with a legal obligation
- carry out a task in the public interest

Collecting this information

While the majority of information you provide to us is mandatory, there is some information that can be provided voluntarily. In order to comply with the General Data Protection Regulation (GDPR), we will inform you whether you are required to provide certain information to us or if you have a choice in this.

How we store this information

We retain children's records for seven years after they have left the setting and these are kept in a lockable cupboard. Please see our Children's Records Policy for more information.

Who we share information with

We do not share information with any third party without consent unless the law and our policies allow us to do so. Where it is legally required or necessary, and it complies with data protection law, we may share personal information with:

- schools that children attend after leaving us
- the Local Authority
- the Department for Education
- Ofsted

Please see our Information Sharing Policy for more information.

Requesting access to personal data

Under data protection legislation, parents have the right to request access to the information we hold about them and their children. To make a 'subject access request' please contact Caroline Stoneham (Tel: 07989 838010 or E-mail: info@pavilionpre-school.co.uk).

If you make a subject access request, and if we do hold information about you or your child, we will:

- give you a description of it
- tell you why we are holding it and how long we will keep it for

- explain where we got it from, if not from you
- tell you who it has been, or will be, shared with
- let you know whether any automated decision-making is being applied to the data and any consequences of this
- give you a copy of the information in an intelligible form

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- object to the use of personal data if it would cause, or is causing, damage or distress
- prevent it being used to send direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data corrected, blocked, deleted or destroyed
- claim compensation for damages caused by a breach of the General Data Protection Regulation (GDPR)

Contact

If you have a concern about the way we are collecting, using or storing your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at www.ico.org.uk.

If you would like to discuss anything in this Privacy Notice, please contact Caroline Stoneham.