



## **Privacy Notice - April 2018**

### **Fairford Pre-School and Personal Data**

We need to keep certain personal information about parents, children, committee members and staff in order to fulfil our contractual obligations, legal obligations and to best care for the children in our care. From 25 May 2018 the processing of this personal information is governed by the General Data Protection Regulation (GDPR) 2018.

We only collect personal data when we have a lawful reason for doing so, and we only use it for the purpose it was originally obtained for. We take steps to ensure that the data we keep is accurate, up to date and secure, and we do not keep it for any longer than is necessary. We have written policies and procedures in place for dealing with personal data, including breaches of security, and our staff have appropriate training and awareness of data protection principles and procedures.

We are a Data Controller for personal data, which means that we decide what information we need to keep about and why, and how we process and store that information.

#### **What personal data do we keep and process?**

When parents register their child for the setting we ask them to complete an application to join form and registration form which includes personal data. Personal data can only be viewed and processed by relevant staff. Data about children is classified as 'sensitive' and we take extra care to keep it safe.

#### **What do we use personal data for?**

Personal data is used to help us to best care for the children. We use relevant data to enable us to receive Nursery Education Funding and to fulfil our contract with parents eg. processing payments. Data on committee members and staff is used to fulfil our legal requirements eg. to carry out DBS checks, inform the Charity Commission of our trustees, obtain references for new staff, pay roll etc.

#### **How is personal data stored?**

Personal data is stored in the following ways:  
(eg. password-protected PC and lap tops, locked filing cabinets and metal boxes, Tapestry online learning journey, medication records, accident records etc.)

We will not share your personal data with any other third party without your permission.

#### **What is the legal basis for processing personal data?**

Data is processed on the basis of a contract with us for care of the children and as a member of staff or committee.

#### **How long do we keep personal data for?**

We keep personal data for as long as child is enrolled in our setting. After a child has left there is some data that we are required to keep under statutory regulations. See our Access and Storage of Information policy for more details.

### **What are your rights with regard to your personal data?**

Under the GDPR you have the right to:

- Know what personal data we keep about you.
- Request a copy of the personal data we hold about you.
- Request that we correct any personal data which is found to be inaccurate or out of date.
- Request that we erase any personal data where it is no longer necessary for us to keep that data.
- Request us to transmit the personal data that we hold about you to another data controller. (This right only applies where the processing we do is by your consent or for the processing of a contract, and where that processing is by automatic means.)
- Withdraw your consent for processing to which you have previously given your consent. (Please note that if you do this it may affect our ability to fulfil our contract for care of your child).
- Not be subject to automated decision-making.

### **Who to contact**

If you have any queries or complaints, or wish to exercise any of the above rights, please contact:

Manager or Administrator, Fairford Pre-School, The Park, Leafield Road, Fairford, GL7 4JQ.

## General data protection rules (GDPR) Consent form

Personal data is any data that can be linked to a single person and which identifies them in some way eg. name and personal email address and/or address, telephone number, bank account details, payment card details, marital status and date of birth. GDPR is a new EU regulation covering data protection.

### Parent/child data

- We will only use you and your child's personal information to enable us to provide an early years education service to you.
- We will also use this information to keep in contact with you either by email, post or by phone.
- We will keep the information secure and will only share it as necessary and appropriate for funding purposes (eg. to access 15 or 30 hour funding from Gloucestershire County Council) or if required by law (eg. safeguarding purposes).

### Committee member/volunteer data

- Personal details will be used to carry out DBS checks
- Regular volunteers and committee members will be listed on our single central record (Ofsted requirement) and on the Charity Commission, Fairford Pre-School and Parent Toddler Association websites and our Prospectus.
- Personal details will be kept at pre-school and emailed to other committee members and staff for communication purposes as required.

### Staff

- Personal details will be used to carry out DBS checks, obtaining references, pay roll, attendance and sickness records
- Fairford Pre-School website staff page and Prospectus.

You have the right to ask us to view any information held and we will comply in accordance with the regulations

You can ask us to delete any data held at any time and we will comply in accordance with our statutory obligations.

Please read our Privacy Notice, Data Protection and Confidentiality, Access and Storage of Information policies for further information (on our website under Further Information, Policies).

By ticking this box you are consenting to us continuing to holding and processing your data

and sending you information:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Volunteer/committee member/staff member/parent \_\_\_\_\_