

## EXPLORERS POLICY AND PROCEDURES

Name	Parent/Carer Privacy Policy
No. of pages	7

### **Parent/Carer Privacy Policy**

#### **Introduction**

The General Data Protection Regulation (GDPR) states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their 'explicit' consent.

Explorers Pre School are committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents/carers, visitors and staff personal data. The Data Protection Act gives individuals the right to know what information is held about them and provides a framework to ensure that personal information is handled properly.

Explorers Pre School wish to obtain permission from parents/carers to collect, store and share information about you and your child. 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 we collect?**

Explorers Pre-school is a registered Childcare provider with Ofsted and as so, is required to collect and manage certain data about you and your child. We collect personal data about you and your child in order to provide a secure and supportive environment in which to further their individual physical, social, intellectual, emotional, moral, spiritual and cultural development.

Personal data that we collect about you and your child includes the following:

- Child's full name
- Known as (if different from legal name)
- Child's date of birth
- Address
- Parent/carer full name
- Parent/carer address (if different to above)
- Parent/carer email
- Parent/carer phone no. (mobile and/or home)
- Emergency contact details
- Copy of birth certificate
- Photos of child
- Doctors Name and contact details
- Health and medical needs
- Developmental Progress Reports
- Special educational needs
- Special dietary needs
- Visitor information e.g. name, date/time, reason for visit, appropriate company name. This is in respect of our Health and Safety and Safeguarding Policies

This information will be collected from you directly in the registration form via email or at the setting dependant on your line of enquiry. See Appendices 1 for list of forms contained within the Parent/Carer Pack which are used to obtain the above information.

We also collect information in order to verify your eligibility for free childcare as applicable. If you apply for the 30 hours Extended Entitlement, in addition to the above, we will also collect:

- Parent/Carer 1 National Insurance No.
- Parent/carer 2 National Insurance No.
- 30 hours eligibility code

This information will be collected from you on the "30 hours Extended Entitlement — Consent Form". On this form you consent to Explorers using the information for the purposes of verifying your eligibility for the extended entitlement.

## **GDPR includes 7 rights for Individuals**

### **1) The right to be informed**

#### **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 deliver a professional and effective care and educational setting for your child.

- to support your child's wellbeing and development
- to record your child's activities including photos for their individual learning record
- to maintain contact with you about your child's progress
- to keep you updated with information about our setting including newsletters and events
- to send you bills
- to publicise the setting on our website and Facebook pages
- to contact you in case of an emergency
- to manage any special educational, health or medical needs of your child
- to process your claim for up to 30 hours free childcare (only where applicable)
- to assess the quality of our setting

#### **How we communicate with you as parents/carers**

We will communicate with you as parents/carers via the Explorers mobile (07792240804), email (explorers.preschool@hotmail.co.uk), the website (www.explorers-preschool.org.uk) and the public face book page, this is purely used for promoting the setting and no photos or personal data will be shared via this page.

#### **Where is your data stored and how do we protect it?**

Data is collected and stored in electronic and paper format. We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed.

Data is stored:-

- within the premises or at staff/committee members homes in lockable cupboards/cabinets
- electronic data is password protected
- encrypted/password protected USB memory sticks

## Who we share your data with?

The Explorers Pre School staff and committee members have access to your data in order to provide care and ensure the safe running of the setting (see Appendices 2 for list of current staff and committee members). In order to deliver childcare services we will also share your data as required with the following recipients:

- Ofsted, during an inspection or following a complaint
- Explorers bank, to process fee payments
- Somerset County Council, for 15 hours and extended 30 hours free childcare (if applicable)
- Capita Children's Services, for extended 30 hours free childcare (if applicable)
- Gov.uk/childcare account to check and confirm 30 hours eligibility (if applicable)
- DfE (Department of Education)
- Somerset's Local Safeguarding Children Board, we have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. Local Authority Designated Officer Tel: 01823 357868 and Somerset Co-ordinator Tel: 01823 357868.
- Insurance underwriter (if applicable)
- Primary School, we have a legal obligation to transfer records and certain information about your child to the school that your child will be attending
- DBS check company, if parents/carers have expressed an interest in joining the Committee or volunteering at the setting
- Small Claims Court, for non-payment of fees
- Email provider, if you receive information via email from Explorers, it may be confidential and / or privileged. It is for use by the addressee only. If you are not the addressee or if the email is sent to you in error, please let us know by return. In those circumstances, you may not copy the message, use its contents, disclose them to another person or retain the message or any part of it. No liability is accepted for viruses and it is your responsibility to scan any attachments.
- Web Host provider to publicise the setting, this may include photos of your child
- Survey Monkey, online survey tool which we utilise to send out the Explorers Questionnaire

We will also share your data if:

- we are legally required to do so e.g. by Ofsted, the law, the Charity Commission, etc.
- to enforce or apply the terms and conditions of your contract
- to protect your child and other children e.g. Children's Social Care, the police, etc.
- it is necessary to protect our/or other's rights, property or safety

We will never share your data with any other organisation to use for their own purposes.

## How long do we retain your data?

Explorers Pre-school has a legal duty to keep child and parent/carer details for a reasonable time. Please refer to the "Pre School Learning Alliance Retention periods for records" ([https://www.pre-school.org.uk/sites/default/files/retention\\_periods\\_for\\_records\\_aug\\_13.pdf](https://www.pre-school.org.uk/sites/default/files/retention_periods_for_records_aug_13.pdf)).

Your child's learning and development records are maintained by us and handed to you when your child leaves the setting. The only exception to this, are some photos. Explorers Pre School have a Photo Album section on the website and a physical photo album within the setting. On the website, we wish to publicise as many activities, outings and events as possible. The physical album is used to show children who attend the setting some of the activities and outings they may enjoy. We also like to share photos of siblings and friends who have previously attended Explorers Pre School.

Therefore, we request permission that your child's photos may remain on our website and within the physical photo album at the setting for future parents/carers and children to enjoy for an unlimited period.

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.

When no longer, required, all records containing personal information, or sensitive policy information will be made either unreadable or un-reconstructable:-

- Paper records will be shredded using a cross-cutting shredder
- Software removed from Hard Drives
- Data removed from Hard drives (and formatted if deemed necessary)
- USB encrypted sticks erased/formatted

Any other records should be disposed of to a waste paper merchant or disposed of in other appropriate ways. Explorers Pre School will not put records in the regular waste or a skip unless there is no other alternative.

## **2) The right of access**

At any point an individual can make a request relating to their data and Explorers Pre School will need to provide a response (within 1 month). Explorers Pre School can refuse a request, if we have a lawful obligation to retain data i.e. from Ofsted in relation to the EYFS, but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the Information Commissioner's Office (ICO) if they are not happy with the decision.

## **3) The right to erasure**

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However, please be aware that Explorers Pre School has a legal duty to keep child and parent/carer details for a reasonable time. Please refer to the "Pre School Learning Alliance Retention periods for records".

## **4) The right to restrict processing**

Parents/carers can object to Explorers Pre School processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.

## **5) The right to data portability**

Explorers Pre School requires data to be transferred from one IT system to another as detailed above in the section "Who we share your data with". 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/carers have the opportunity to withdraw consent at any time. You may also change the way in which you receive communications from Explorers Pre School. Likewise, if you wish to have your child's photos removed from the website/physical photo album referred to above please request a new Privacy Policy Declaration form and this will replace any previous declaration.

## **7) The right not to be subject to automated decision-making including profiling.**

Explorers Pre-School does not use automated decision-making and personal data will not be used for such purposes.

If you have any questions, comments or concerns about this privacy notice or should you wish to exercise any of the aforementioned rights please contact the Pre School Supervisor/Committee in writing or by emailing [explorers.preschool@hotmail.co.uk](mailto:explorers.preschool@hotmail.co.uk).

If you continue to have any concerns about the way your data is handled after raising it with the Supervisor/Committee, 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 via the website <https://ico.org.uk/>

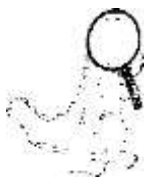
Explorers Pre School  
c/o St Nicholas CofE Primary School  
Ash Walk  
Henstridge  
Somerset  
BAS OQD

Charity Ref : EXPLORERS 1027807

Ofsted URN : EY253578

explorers.preschool@hotmail.co.uk

www.explores-preschool.org.uk



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### Parent/Carer Privacy Policy Declaration

I/We \_\_\_\_\_

parents/carers of \_\_\_\_\_

Have read and understood the Explorers Pre School Parent/Carer Privacy Policy and accept the procedures in place.

I confirm that I am happy for my child's photos to remain on the Photo Album section of the website and within the physical photo album after they have left the setting. Please refer to the section "How long do we retain your data?"

I confirm that I am happy to receive communications from Explorers Pre School via the following methods:

- Email — explorers.preschool@hotmail.co.uk
- Text message
- Survey Monkey Questionnaire

Signed \_\_\_\_\_ (Parent/Carer 1)

Signed \_\_\_\_\_ (Parent/Carer 2, where applicable)

Date \_\_\_\_\_

## Parent/Carer Privacy Policy Appendices 2

### **Who we share your data with**

The Explorers Pre School staff and committee members have access to your data in order to provide care and ensure the safe running of the setting.

#### List of Staff:-

- Anna Swinburn — Pre- School Supervisor/Key Person
- Tracey Jones- Deputy Pre-School Supervisor/Key Person
- Samantha Wilkins — Senior Pre- School Assistant/Key Person
- Sara Parker — Pre- School Assistant/Key Person
- Angela Taylor — Pre- School Assistant
- Annie Love – Bank Staff

#### List of Committee:-

- Kelly Groves (Chairperson and Website)
- Esme Robins (Secretary)
- Barry Howlett (Treasurer and Payroll)

Other committee members – Harriet Whitney, Kim Kingdom, Sophie McClean.

This policy was adopted at an Explorers committee meeting held on

Date: 15/07/2022

Approved by:

Kelly Groves – Chair Person

Anna Swinburn - Supervisor