



**DUXFORD  
PRESCHOOL**

# Duxford Preschool's Privacy Notice

## ***Introduction***

At Duxford Preschool we are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it, the control you have over your personal data and the procedures we have in place to protect it.

When we refer to "we", "us" or "our" we mean Duxford Preschool.

Duxford Preschool is registered as a Charitable Incorporated Organisation in England and Wales (number 1165461) with its registered address as The Sunshine Room, Duxford Community Primary School, St. John's Street, Duxford, Cambridgeshire, CB22 4RA.

For the purpose of GDPR, Duxford Preschool is the data controller of your information. This means we are responsible for deciding how we hold and use your personal data.

## ***What personal data do we collect?***

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

- your child's name, date of birth, address, birth certificate or passport number including date of issue, health and medical history and needs, developmental records and needs, and any special educational needs.
- where applicable we will obtain child protection plans from social care and health care plans from health professionals.
- we will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- your name, home and work address, phone numbers and email address, emergency contact details, and family details.
- this information will be collected from you directly in the application form, registration form and from other forms that we may send you from time to time whilst your child attends the setting.
- if you apply for Early Years Funding for up-to 30-hours free childcare, we will also collect your national insurance number or unique taxpayer reference (UTR), if you're self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

### ***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 provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency;
- to support your child's wellbeing and development;
- to manage any special educational, health or medical needs of your child whilst at our setting;
- to carry out regular assessment of your child's progress and to identify any areas of concern;
- to maintain contact with you about your child's progress and respond to any questions you may have;
- to process your claim for Early Years Funding for up-to 30-hours free childcare (only where applicable) and to generate invoices for those paying for childcare;
- to keep you updated with information about our service.

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see *Transfer of Records* policy).

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

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted (during an inspection or following a complaint about our service);
- the Local Authority (to claim your Early Years Funding entitlement and to check the validity of 30-hour funding codes);
- the school that your child will be attending.

We will also share your data if:

- we are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children; for example, by sharing information with social care or the police;
- it is necessary to protect our rights, property or safety;
- we transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer, so they may continue the service in the same way.

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

### ***How do we protect your data?***

We take security of your personal data seriously. We have internal policies and strict controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and to prevent unauthorised access.

### ***Where do we store your data?***

All data you provide to us is stored in on secure servers located in the UK or the European Economic Area. We may also store data in paper files.

### ***How long do we retain your data?***

We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and handed to you when your child leaves.

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 (see our *Children's* and *Provider Records* policies).

### ***Automated decision-making***

We do not make any decisions about you based solely on automated decision-making.

### ***Your rights with respect to your data***

As a data subject, you have a number of rights. You can:

- request access, amend or correct your/your child's personal data;
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person.

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us on 01223 830459 or [businessmanager@duxfordpreschool.org.uk](mailto:businessmanager@duxfordpreschool.org.uk). If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, 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 [ico.org.uk/](http://ico.org.uk/)

### ***Changes to this notice***

We keep this notice under regular review. Any changes to this notice will be posted at [www.duxfordpreschool.org.uk](http://www.duxfordpreschool.org.uk) and where appropriate, notified to you by email so that you may be aware of how we use your data at all times.