**Privacy Notice**

**Thank you for completing the enrolment form for Polesden Lacey Playschool. Our registered address is Oakdene Close, Bookham, Surrey KT23 4PT.**

**If you have any queries or concerns about data protection you can email our Data Protection**

**Officer, Alison Roberts, at** [**alison.s.roberts@btinternet.com**](mailto:alison.s.roberts@btinternet.com)***.***

**How we will use the information you have given us when the lawful basis for collecting it is ‘contract’:**

* We will use the information you have given to us about yourself to contact you about your child.
* We will use the information you have given to us about your child to track their learning and development and to keep them safe.
* Our lawful basis for collecting this data is ‘Contract’. This means that we need this data in order to provide a place at this setting for your child. Because of that, you won’t be able to ask for us to delete or stop processing this data without ending the contract with us. If you would like to do that, please speak to Alison Roberts or Ellen Thomas.
* You can see the precise categories of data we have collected from you as part of your contract in the tables on page 1, 2 and 3 of this privacy notice.
* This data will not be shared outside the EU.
* Some of this data may be shared outside the setting. You can see exactly who that will be within the table on page 1, 2 and 3 of this privacy notice.
* We will only hold onto this data for as long as we need to in order to fulfil the purpose it was originally collected for and/or for our legal obligations. You can see more information in the table on page 1, 2 and 3 of this privacy notice.
* You have the right to see the data we have for yourself of your child at any point. This is known as the right to access.
* If any of your or your child’s data changes (e.g. address or medical information), please let us know and we will update it. This is known as the right to rectification.
* If you have a complaint about the way we process your or your child’s personal data, you have the right to complain to the information commissioner’s office. You can find more details about how to do that from their website: <https://ico.org.uk/>

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| **Your child’s data (contract)** | | |
| **What we’ve collected/will be collecting** | **Who it will be shared with/ where will it be stored** | **When we’ll delete it** |
| **Full Name & Date of birth** | Local authority, call parent, class contact list, staff, register (paper & electronic), registration form.  Stored in paper form in locked filing cabinet in setting and on staff computers with passwords. | When the child turns 21 for accident records or 24 for child protection records. 7 years after leaving for financial records, 3 years after leaving for register. |
| **Registration form** | Locked in filing cabinet | 3 years after leaving |
| **Signed agreement forms** | Locked in filing cabinet | 3 years after leaving. |
| **Safeguarding concerns** | DCPO & DDCPOs. Local Safeguarding Board if appropriate. Kept in locked metal box in cupboard. | When child turns 24. |
| **Home address** | Local authority, on registration form | Within 6 months of your child leaving. |
| **Home language** | On Registration form. | 3 years after leaving |
| **Some medical data & doctor’s phone number** | On Registration form. If food allergies on list on inside door of snack cupboard. | Within 6 months of your child leaving |
| **Medication forms for regular medical intervention** | Locked in filing cabinet | Within 6 months of your child leaving. |
| **Details of any SEND or needed additional support**  **Other professionals involved with child** | Local authority, learning journal, other specialists (with your consent) Kept in locked filing cabinet or on password locked computer. | Within 6 months of your child leaving. |
| **Accident forms** | Local authority, in accident file, recent accident file kept in locked filing cabinet. Older records in playschool cupboard. | When the child turns 21 or 24 for child protection records |
| **2 year checks** | Local authority, learning journal, locked in filing cabinet or secure at keyworkers home. | Within 6 months of your child leaving. |
| **Any other current settings attended** | Learning journal, locked in filing cabinet or secure at keyworkers home. | Within 6 months of your child leaving. |
| **Funding forms** | On Surrey FEE portal (password protected) Locked in filing cabinet | 7 years |
| **Invoices & payment schedules** | Password protected computer of Fees administrator (Manager). Shared with Treasurer and Book keeper on password protected computers. | 7 years or until payment has been received if longer |
| **Complaints** | Kept in locked metal box in cupboard | 6 years after date of resolution of complaint |
| **Emergency contact** | On Registration forms. Kept in locked filing cabinet | 3 years after leaving. |
| **Intimate care records** | Toilet wall. Added to accident files when sheet complete, then in locked filing cabinet. | As accident records. |
| **Confidential issues / incident book** | Kept in locked filing cabinet. | Within 6 months of your child leaving. |
| **Outing permissions** | Paper copies. | Until outing completed. |
| **Records of reportable death, injury, disease or dangerous occurrence (RIDDOR)** | Health & safety executive. Kept in locked filing cabinet | 3 years after the date the record was made |
| **Employers’ liability insurance records** | Health & safety executive. Paper copies. Kept in Playschool cupboard. | Until setting closes |

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|  | **Your data (contract)** |  |
| **What we’ve collected** | **Who it will be shared with** | **When we’ll delete it** |
| **Name** | Staff. Kept in locked filing cabinet and Managers computers. | Within 6 months of your child leaving. |
| **Home address** | Managers, kept in locked filing cabinet and Managers computers. | Within 6 months of your child leaving. |
| **Email address** | Managers, key worker if appropriate. Kept in locked cabinet or staff computers. | Within 6 months of your child leaving. |
| **Contact number** | Staff. Kept in locked cabinet and Managers computers. | Within 6 months of your child leaving. |

**How we will use the information you have given us when the lawful basis for collecting it is ‘consent’:**

* You can see what we will do with the data we are processing with your consent in the tables on page 4, 5 and 6.
* Much of the information here is already collected as part of your contract, for example your home address, email address, and phone number but our lawful basis for using them in the way you’ve consented to will be ‘Consent’.
* You can see the precise categories of data we have collected from you as part of your contract in the tables on page 4, 5 and 6 of this privacy notice.
* This data will not be shared outside the EU.
* Some of this data may be shared outside the setting. You can see exactly who that will be within the table on page 4, 5 and 6 of this privacy notice.
* You can withdraw your consent at any time at which point we will stop processing it in the way described in the table below. We will also delete the data if we don’t have a lawful basis for keeping it. To do so, just contact Alison Robertson 01372 453162*.*
* We will only hold onto this data for as long as we need to in order to fulfil the purpose it was originally collected for and/or for our legal obligations. You can see more information in the table on page 4, 5 and 6 of this privacy notice.
* You have the right to see the data we have for yourself of your child at any point. This is known as the right to access.
* If any of your or your child’s data changes (e.g. address or medical information), please let us know and we will update it. This is known as the right to rectification.
* If you have a complaint about the way we process your or your child’s personal data, you have the right to complain to the information commissioner’s office. You can find more details about how to do that from their website: <https://ico.org.uk/>

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| **Your child’s data (consent)** | | | |
| **What we’ve collected** | **What it will be used for** | **Who it will be shared with** | **When we’ll delete it** |
| **Nickname** | The name we’ll use on work, within the setting, and within observation notes. | Staff | Within 6 months of your child leaving |
| **Their doctor’s surgery & medical data** | Might be useful if your child becomes unwell/is hurt during a session | Staff as necessary | Within 6 months of your child leaving |
| **Details of accidents outside of Playschool** | Safeguarding. In case need to seek medical attention. | Staff as necessary | Within 6 months of your child leaving |
| **Dietary preferences** | Snack time or cooking activities. | Staff | Within 6 months of your child leaving |
| **Any previous settings attended** | May contact to establish development (would obtain parental permission first) | Staff | Within 6 months of your child leaving |
| **Medication given at Playschool** | Safeguarding. In case need to seek medical attention. | Staff as necessary | Within 6 months of your child leaving |
| **Photos** | Displays, record keeping, assessments, cloakroom peg, self-registration, website, leaflets, local news publications (if prior consent given) | Learning journal system, staff, and other appropriate professionals. | Within 6 months of your child leaving |
| **Assessments** | Learning journal, other settings, locked in filing cabinet or secure at keyworkers home. | Staff as necessary. Other professionals with your consent | Within 6 months of your child leaving |
| **Observation note** | Leaning journal, locked in filing cabinet or secure at keyworkers home. | Staff as necessary. Other professionals with your consent | Within 6 months of your child leaving |
| **Observations carried out by other agencies** | Potential SEND. | Learning journal. Other appropriate professionals. | Within 6 months of your child leaving |
| **Medication given outside of Playschool** | Safeguarding. In case need to seek medical attention | Staff as necessary | Within 6 months of your child leaving |
| **All about me/ my child** | For in depth knowledge of child’s interests. | Staff. Kept in Learning Journal. | Within 6 months of your child leaving. |
| **Tick list (1st name only plus surname initial if duplicate 1st names)** | To monitor children have participated in certain activities | On playschool wall, in file on desk. | Within 6 months of your child leaving |
| **Birthday list (1st name only plus surname initial if duplicate 1st names)** | To celebrate birthdays | On playschool cupboard door. | Within 6 months of your child leaving. |
| **General correspondence** | Email or paper. | Staff as necessary | Within 6 months of your child leaving |

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| **Your data (consent)** | | | |
| **What we’ve collected** | **What it will be used for** | **Who it will be shared with** | **When we’ll delete it** |
| **Email address** | To send you information about Polesden Lacey Playschool such as newsletters or invitations to events. | Managers & Chair of Committee. Call parent system. | Within 6 months of your child leaving. |
| **NI number** | To prove eligibility for 30 hours funding if appropriate. | Local Authority | Within 6 months of your child leaving. |

Our Learning Journeys are in paper form and are kept in a locked filing cabinet when at the setting, however due to the nature of our set up the files are sometimes taken home and worked on by keyworkers. When removed from setting by staff they will be kept in a locked car (not overnight) or a locked house (when unoccupied). Reports etc may be written at home by staff on their computers which are password protected.

Other work (eg invoices, SEND reports) may be done at home by setting managers on password protected computers.

Once the data reaches its deletion date paper copies will be shredded or burned and electronic data will be deleted off all computers.

A copy of this Privacy Notice can be found on our website and in paper form onsite.