

## **Meppershall Pre School Privacy notice for staff, committee, children, families & Job Applicants.**

### **Meppershall Pre School's Privacy Notice**

**Meppershall Pre School, Walnut Tree Way, Meppershall, Beds, SG17 5AB**

**Tel: 07816 357159 / 01462 850660**

**Email: [meppershallps@gmail.com](mailto:meppershallps@gmail.com) / [meppershallpreschoolead@gmail.com](mailto:meppershallpreschoolead@gmail.com)**

**GDPR Lead Practitioners: Lou Slade**

### **Introduction**

Meppershall Pre School are committed to ensuring that any personal data we hold about you and/or your child is protected in accordance with data protection act 2018 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 and how we protect it.

### **CCTV-**

CCTV is in operation in the outdoor area- the camera is positioned on the left hand wall (when facing the rear entrance to the preschool). Access to the CCTV is limited to village hall Trustees, or persons deemed suitable by the village hall trustees.

A sign to inform parents/carers and members of the wider community that CCTV is in use, is placed at the entrance to the preschool.

The Village Hall CCTV policy states the following-

- The CCTV system comprises of cameras and a Digital Video Recorder.
- CCTV images are recorded on a secure, password protected control unit, and deleted after a suitable period, usually 28 days, unless there is a valid reason to hold these images for longer e.g., whilst an investigation takes place or at the request of the Police.
- Recorded CCTV images will only be accessed by authorised personnel in the event of an incident requiring review and investigation or during routine system testing.
- Access to any CCTV recordings is limited to the Trustees, persons approved by the Trustees, the Police or our Insurers.
- On reviewing CCTV recordings precautions will be taken to protect the rights and privacy of the individuals whose images have been recorded.
- Individuals may apply for CCTV footage to be reviewed by the Trustees when a crime or incident has occurred and there is a reasonable likelihood that the event or incident was captured by the CCTV system.

The village halls use of CCTV cameras has been included in the updated preschool 'terms and conditions', which are shared with parents via 'EY log' upon registration.

### **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 and to meet the statutory requirements of the Early Years Foundation Stage. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

- their name, date of birth, address, religion, health, medical and dietary needs, development 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 for both home and work, email addresses, emergency contact details, and family details i.e. who the child usually lives with.

This information will be collected from you directly in the Enquiry and Registration Forms.

If you apply for up to 30 hours free childcare or EYPP we will also collect:

- your national insurance number or NASS number (National Asylum Support Number) or unique taxpayer reference (UTR), if you're self-employed.

### **Why we collect this information and the legal basis for processing 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 up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service, with your consent

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, for images taken by confirming so by email to [meppershallps@gmail.com](mailto:meppershallps@gmail.com). This information is also requested through the application process when enrolling your child with Meppershall Pre-school and you have the option to refuse images/videos being taken and used at this time as well.

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
- banking services to process bank transfer, standing order or direct debit payments (as applicable)
- the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- the school that your child will be attending or other settings your child also attends or has attended
- Social media via our Pre School Facebook Page and on our Pre School website, with prior consent
- Our Preschool management system EY MAN / LOG. (Third Party Site)
- Hitchin swimming centre will receive your child's name only if your child is enrolled with us for swimming lessons.

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 [or others] 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 protect your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

All paper forms / data will be kept on the pre-school site, secured in a locked cupboard / filing cabinet.  
All electronic devices on which personal data is stored will be password protected and encrypted which may be taken to the Pre School Leader, Deputy's, Admin Assistant's and the Committee/finance officer's home address.  
All data in paper format if taken off site will be stored securely in locked storage at the Pre School Leader, Deputy's, Admin Assistant's or Committee/finance officers home address. All data stored on the Pre-school EY Management system is data protected and covered by GDPR rules. Please note that EY MAN /LOG will be used at the home addresses of the Pre-school Leader, Deputy Manager, Admin Assistant and Committee/finance officer's on laptops that are encrypted.

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

We retain your child's personal data for up to 6 years after your child no longer uses our setting for registers and application forms, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept until the child reaches the age of 25 – or until the age of 24 for child protection records in accordance with the Limitation Act 1980. Your child's learning and development records are

maintained by us and handed to you or your child's next setting [with your consent] when your child leaves Meppershall Pre-school.

### **Automated decision-making**

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

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

You have the right to:

- 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 by email at [meppershallpreschoollead@gmail.com](mailto:meppershallpreschoollead@gmail.com)

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. You will be notified of any changes where appropriate, and it will be displayed on our website.

Agreed by Committee: March 2023

Signed by Committee Chair:

Signed by Preschool Leader:

Signed by staff:

**Privacy notice updated March 2023. To be reviewed March 2024**

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