**Privacy Notice** Mayfield Pre-School record, process and keep personal information about you and your child in accordance with Article 6 and Article 9 of the General Data Protection Regulation (GDPR 2018) and is a data controller for the purposes of the Data Protection Legislation.

It is a requirement of our registration with the Information Commissioners Office (ICO) to provide you with information about the details we keep about you and your child / children.

This requirement applies to information we collect in relation to on line data processing and paper data processing regarding the records we hold for your child / children.

We hold information about you and your child / children to allow us to comply with the Early Years Foundation Stage (EYFS 2021) and the Childcare Register. Some of the data we process relates to the Early Years Inspection Handbook (2021). Most of the information we collect about you and your child / children is statutory. When information is optional we will let your know that you have a choice whether to share it with us or not.

**Data obtained for**

We hold the data in order to complete and comply with requirements and regulations in order to aid the development of your child / children:

Development recordsincluding

* Information from you
* Details about your child’s learning and development at home
* A copy of your child’s Integrated Progress Review at 2 years
* Observations of your child’s learning
* Assessments

Also to ensure that personal data is obtained for the processing of required documents:

Personal Records

* Personal details required by the statutory framework and / or the Local Authority for funding purposes
* Contractual details including attendance registers and fees information
* Emergency details including your contact details and records of your child’s health and care needs
* Characteristics (such as ethnicity, language, nationality)
* EYPP and Services Involved, Adoption or Guardianship
* Safeguarding and child protection records
* Any records required to support your child such as shared information from other agencies and professionals.

**Why we collect and use this information**

We use the children’s data:

* to support children’s learning
* to monitor and report on children’s progress
* to provide appropriate pastoral care
* to assess the quality of our services
* to comply with the law regarding data sharing

**The lawful basis on which we use this information**

We collect and use children’s information under GDPR Article 6 (processing is necessary for **compliance with a legal obligation** to which the controller is subject) and GDPR Article 9 (processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent)

**Collecting children’s information**

Whilst the majority of child level information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain child level information to us or if you have a choice in this.

**Who we share children’s information with**

We routinely share children’s information with:

* Settings/schools that the children attend after leaving us
* our local authority
* Funding Loop Agency in order to process 15hr and 30hr Funding
* Other professional bodies involved in the development of your child (Health Visitor, Speech and Language Therapist, ISEND, Children’s Services)

**Confidentiality**

We are required to ensure that the information we collect about you and your child / children is treated confidentially and only shared when there is a need for it to be shared, ideally with your permission in advance for sharing, for example:-

* Sharing information with other settings or agencies involved in your child’s care – we are required to do this under the EYFS
* Share a copy of your child’s 2 year Integrated Progress Review with your Health Visitor – we are required to do this under the EYFS
* Share information with my Local Authority for the purposes of 2, 3 and 4 year old funding offer and any extra funding we might claim for your child i.e EYPP
* Share information about income and expenses including when requested your invoices and payments with HMRC and Tax Credits (if applicable)

**Accuracy**

Under the GDPR we are required to keep data about you and your child /children up-to-date and to ensure it is accurate. We will do this regularly. You have the right to access personal data about you and your child / children and we will share this information with you on request.

**Retention**

We are required to inform you how long we will retain information about you and your child / children. You will find this information in the Retention Policy which we will share with you before your child / children starts at the setting and further information about document retention will be clarified in the Contract Termination Letter which we will give you when your child leaves the setting.

**Deletion of Data**

Files will be deleted in either of the following ways:

* Online – files held in relation to child / children and their families on the laptop or with Funding Loop are deleted when no longer required.
* Paper deletion – files held in paper format, including photos of children are either handed over to the parents when the child leaves or goes to school or shredded using our contracted shredding company Waste Paper Solutions, who provide certificates of documentation shredding, when these are no longer required.

Please see the Retention Policy for more information.

**Complaints**

We are required to inform you that you can make a complaint relating to a data breach or if you think we are not processing your data appropriately.

Complaining to Ofsted

Address : Applications, Regulatory and Contact (ARC) Team,

Ofsted,

Piccadilly Gate, Store Street,

Manchester M1 2WD

Telephone : 0300 123 1231

Email : enquiries@ofsted.gov.uk

Please see my Complaints Policy for more information

Complaining to IOC

<https://ico.org.uk/for-organisations/report-a-breach/>

**Online and Digital Data Processing**

The Pre School laptop security includes regular updated antivirus software and a secure password. The laptop is used for business purposes and information is stored on a separate hard drive which is also security password protected.

A copy of your mobile phone number is stored on our pre school mobile phone specifically for emergency purposes during excursions. These numbers are deleted from the phone once your child leaves the setting.

**Paper Data Processing**

Paper documents relating to you and your child/children are stored in a locked cupboard. Paper data includes

* Your child’s learning and development information
* Attendance Registers
* Parents contracts
* Permission Forms
* Child Record Forms
* Medical Consent Forms / Medical needs
* Food Allergy information
* Emergency Contact details
* Incident / Accident / Medication records
* Local Authority Funding Forms
* ISEND documentation
* Other Agencies i.e Health Visitor, SALT, Shared setting contact
* Copy of passport or birth certificate.

**Funding Data**

Parents who are eligible to claim 15 or 30 hours Government Funded childcare are required to complete a Local Authority “Free Early Education Entitlement Parent Declaration” form. We use a third party to process these forms called Funding Loop (<https://parents.fundingloop.co.uk/#/terms/viewPrivacyPolicy>). The data includes

* Your names and date of birth
* Your child’s full name and date of birth
* Your address
* Your National Insurance numbers
* Ethnicity
* Passport number or birth certificate number
* 30hr eligibility code

This Privacy Notice is reviewed annually and as required.

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_