

Mortimer Hall Pre-school



10.1b Privacy notice

Mortimer Hall Pre-School's Privacy Notice

Mortimer Hall Pre-School, Mortimer Hall, Oxford Road, Old Marston, Oxford, OX3 0PH

Data protection officer: Alison Edwards. Email: mortimerhallps@yahoo.co.uk. Mobile 07759 093558.

Introduction

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 and how we protect it.

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, health and medical 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, emergency contact details, and family details. This information will be collected from you directly in the registration form.

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

- 38 ■ your national insurance number or unique taxpayer reference (UTR), if you're self-employed. We
39 may also collect information regarding benefits and family credits that you receive.

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41 **Why we collect this information and the legal basis for handling your data**

42 We use personal data about you and your child in order to provide childcare services and fulfil the
43 contractual arrangement you have entered into. This includes using your data to:

- 44 ■ contact you in case of an emergency
45 ■ to support your child's wellbeing and development
46 ■ to manage any special educational, health or medical needs of your child whilst at our setting
47 ■ to carry out regular assessment of your child's progress and to identify any areas of concern
48 ■ to maintain contact with you about your child's progress and respond to any questions you
49 may have
50 ■ to process your claim for up to 30 hours free childcare (only where applicable)
51 ■ to keep you updated with information about our service.

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

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

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62 **Who we share your data with**

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

- 65 ■ Ofsted – during an inspection or following a complaint about our service
66 ■ banking services to process chip and pin and/or direct debit payments
67 ■ the Local Authority (where you claim up to 30 hours free childcare as applicable)
68 ■ the government's eligibility checker (as above)
69 ■ our insurance underwriter
70 ■ the school that your child will be attending

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72 We will also share your data if:

- 73 ■ we are legally required to do so, for example, by law, by a court or the Charity Commission;
74 ■ to enforce or apply the terms and conditions of your contract with us;

- 75 ■ to protect your child and other children; for example by sharing information with social care or
- 76 the police;
- 77 ■ it is necessary to protect our or others' rights, property or safety.

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

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

82 We protect unauthorised access to your personal data and prevent it from being lost, accidentally
83 destroyed, misused, or disclosed by:

84 All paper records are kept in locked cupboards. Electronic copies are kept on password protected
85 computers. Back-ups are stored on the Microsoft One-Drive. USB sticks are used minimally and
86 information on them is always password protected. We take care that hard drives on old computers
87 are destroyed in a safe manner.

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

90 We retain your child's personal data for up to 7 years after your child no longer uses our setting, or
91 until our next Ofsted inspection after your child leaves our setting. Medication records and accident
92 records are kept for longer according to legal requirements. Your child's learning and development
93 records are maintained by us and handed to the child's primary carer when the child leaves.

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95 In some instances (child protection, or other support service referrals) we are obliged to keep your
96 data for longer if it is necessary to comply with legal requirements (see our Children's and Provider
97 Records policies).

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99 **Automated decision-making**

100 We use Oxford County Council's Early Years Tracking Tool for recording, tracking and analysing our
101 learners' development data in order to help us provide the best opportunities for them. However, we
102 do not make any decisions about your child based solely on the results generated by the Tracking
103 Tool.

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

106 You have the right to:

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

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112 If you wish to exercise any of these rights at any time or if you have any questions, comments or
113 concerns about this privacy notice, or how we handle your data please contact us. If you continue to
114 have concerns about the way your data is handled and remain dissatisfied after raising your concern
115 with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be
116 contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire,
117 SK9 5AF or ico.org.uk/.

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119 **Changes to this notice**

120 We keep this notice under regular review. You will be notified of any changes where appropriate.

This policy was adopted by

Mortimer Hall Pre-School

On

Thursday 15th May 2019

Date to be reviewed

May 2020

Signed on behalf of the provider



Name of signatory

Janet Crane

Role of signatory (e.g. chair, director or
owner)

Manager