



St Paulinus Pre-School

St Paulinus Centre,
Hillcrest Road,
Marlpit Hill,
Edenbridge,
TN8 6JS



Privacy Notice (How we use Parents'/Carers' and Childrens' Information)

All information that we collect is necessary to meet our contractual and legal requirements as an Early Years Setting, from Ofsted, Local Authorities and the EYFS.

The categories of information that we collect, hold and share include:

- Personal information (such as name, date of birth and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and funding eligibility) for children
- Attendance information (such as sessions attended, number of absences and absence reasons) for children
- Relevant Medical information for children
- Special Educational Needs information for children
- Assessment information for children
- Details of any accidents / incidents / existing injuries
- Relevant documentation for child protection and safeguarding concerns
- Funding information and details

Why we collect and use this information

We use the data:

- to support children's learning
- to monitor and report on their progress
- to provide appropriate care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to comply with the requirements of the EYFS and Ofsted
- to ensure children are eligible for funding
- to process Pre-School fees
- to ensure children's health, safety and wellbeing

The lawful basis on which we use this information

We collect and use pupil information under the Statutory Framework for the Early Years Foundation Stage (given legal force by the Childcare Act 2006), The Limitation Act 1980. By completing and signing the Pre-School registration form you are giving consent for us to process yours and your child's personal data for the specific purposes of being part of the Pre-School setting. The processing of the information you have provided about yourself and your child is necessary for the agreement you have completed in the registration form. We have a legal obligation to process the information provided to comply with the law.

Collecting Children's Information

Whilst the majority of children's information you provide to us is mandatory, some of it may be 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 information to us or if you have a choice in this.

Storing children’s data

We hold different types of childrens’ records for the following periods:

Record type	Retention Period	Authority
Learning and Development Records	Whilst attending Pre-School. Provided to parents/carers when the child leaves	EYFS (Childcare Act 2006)
Children’s records	5 Years	EYFS (Childcare Act 2006)
Records of any injury or disease	Until age 21	The Reporting of Injuries, Diseases and Dangerous Occurrences regulations 1995 (RIDDOR)
Safeguarding & Welfare (Child Protection Referral)	Until Age 25	Limitation Act 1980
Complaints	3 years from date of last record	

Note that if a concern is identified all relevant information will be retained until the child reaches 25.

Who we share children’s information with

We may share relevant pupil information with:

- Department for Education (DfE)
- Schools that the children attend after leaving us
- Our local authority
- Ofsted
- Health Visitors
- Social Workers
- Inclusion teams, SEN panels, funding etc
- Local Children’s safeguarding boards / LADO
- Other providers that children attend
- Multi agency professionals working with individual children
- Area SENCO’s (Special Educational Needs Co-ordinators)

Why we share pupil information

We do not share information about children with anyone without consent unless we are obliged to as part of a lawful process/investigation.

Requesting access to your personal data

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child’s educational record, contact The Pre-School Manager.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means

- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance with the Pre-School Manager.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact our Pre-School Manager at info@stpaulinuspreschool.co.uk.

Policy Review Date: May 2019