



GDPR Policy

Member of staff responsible	Victoria Hamidi
Committee member responsible	Committee Chair
Date agreed with staff	
Date agreed at Committee	
Signed on behalf of Committee	
Print name & date	
Frequency of policy review	Bi-Annual
Date next review due	30/11/2024

Document Version Control

Issue Number	Issue Date	Summary of changes
1.0	November 2022	Checked against GDPR Guidance

Introduction

We are committed to ensuring that any personal data that we hold about you or your child is protected in accordance with data protection laws. The personal data processed by Lydiard Millicent Preschool will include everything listed but will not be restricted.

What Personal data do we collect?

- Personal information such as names, addresses, contact telephone numbers, email addresses, family details and relationship to child.
- Characteristics such as date and country of birth, gender, ethnicity, language, nationality, absences and absence reasons
- Attendance information such as sessions attended

- Medical information
- Special Educational Needs information
- Safeguarding information
- Funding eligibility information such as national insurance numbers and parental responsibility
- Child progress information including information provided from another childcare setting
- Photographs and videos

The majority of personal information we collect is mandatory whilst your child is attending Lydiard Millicent Preschool. Some of the information you provide is voluntary. Please speak to a member of staff if you would like further details.

Why we collect and use this information?

- To contact you in the event of an emergency and update you with information about our services and activities.
- To ensure we provide services to a diverse and multicultural community.
- To meet cultural, religious and language needs
- To support children's wellbeing and development
- To manage Special Education Needs
- To manage health and medical needs
- To process the funding claims for free childcare
- To safeguard children

We may share data with the following recipients

This is not an exhaustive list:

- Ofsted – during an inspection or following a complaint about our services
- The Local Authority for funding and SENCO services
- The Government's funding eligibility checker
- The Preschool Learning Alliance as our insurance underwriters
- Our software provider
- Financial services such as banking and audit purposes
- Other early years settings that your child is attending
- The primary school that your child will be attending
- (MASH) Multi Agency Safeguarding Hub (if applicable)
- The Charity Commission
- The National Health Service for services such as health visitors

We will also share your data if:

- We are legally required to do so, for example by law or by a court
- 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 that they may continue the services in the same way.

How do we protect your data?

- We use lockable storage
- Passwords are used and changed regularly
- Passwords are not shared
- We use Wiltshire Councils secure data systems including their Live Early Years Funding Portal
- We ensure all electronic devices have upto date antivirus software
- We do not give your information to third parties without your consent unless the laws and policies allow us to do so
- To protect unauthorised access to your data we may ask you for proof of identity to verify that you are entitled to the information requested
- Systems are in place to log personal information in and out of the setting
- We shred paper data that we no longer need to retain
- Hard drives are destroyed before disposal of any electrical equipment that has contained personal details.

How long do we retain your data?

We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next OFSTED inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements (in line with PSLA retention period for records.) Your child's learning and development records are maintained by us and handed to you when your child leaves, with some information passed onto the school that your child will be attending.

In some instances (child protection or other supported referrals) we are obliged to keep your data for longer it is necessary to comply with legal requirements.

Automated decision-making

We do not make any decisions about your child based solely on automated decisions-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
- Request we transfer your/your child's 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.

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/

Changes to this Notice

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