

Whitley Lodge under Fives

Privacy Notice

At Whitley Lodge Under Fives we need to keep certain personal information about parents, children, committee members and staff in order to fulfil our contractual obligations and legal obligations. From 25th May 2018 the processing of this personal information is governed by the General Data Protection Regulation (GDPR) 2018.

We only collect personal data when we have a lawful reason for doing so, and we only use it for the purpose it was originally obtained for. We take steps to ensure that the data we keep is accurate, up to date and secure, and we do not keep it for any longer than is necessary. We have a policy and procedure in place for dealing with personal data and all our staff have awareness of data protection principles and procedures.

What personal data do we keep and process?

When parents register their child for pre-school, we ask them to complete a registration form which includes personal data. Personal data can only be viewed and processed by relevant staff. Data about children is classified as 'sensitive' and we take extra care to keep it safe.

What do we use personal data for?

Personal data is used to help us best care for the children. We use relevant data to enable us to receive Nursery Education Funding and to fulfil our contract with parents e.g. processing payments or accessing outside agencies e.g. Speech and Language therapists. Data on committee members and staff is used to fulfil our legal requirements e.g. to carry out DBS checks, inform the charity commission of our trustees, obtain references for new staff, payroll services etc.

How is personal data stored?

Personal data e.g. accident forms and health care plans are stored in locked cupboards in our classroom, and on our password protected PC and laptops. Registration forms are stored in our 'grab bag' during our sessions which is located next to the outdoor classroom door in case we have to leave the classroom in an emergency. Once the children have left the forms are stored in a locked cupboard.

What is the legal basis for processing personal data?

Data is processed on the basis of a contract with us for care of the children and as a member of staff or committee.

How long do we keep personal data for?

We keep personal data for as long as the child is enrolled in our setting, however after a child leaves there is some data that we are required to keep under statutory regulations.

What are your rights with regard to your personal data?

Under the GDPR you have the right to:

- Know what personal data we keep about you
- Request a copy of the data we hold about you
- Request that we correct any personal data which is found to be inaccurate or out of date
- Request that we erase any personal data where it is no longer necessary for us to keep that data
- Request us to transmit the personal data that we hold about you to another data controller. (This right only applies where the processing we do is by your consent or for the processing of a contract, and where that processing is by automatic means).
- Withdraw your consent for processing to which you have previously given consent. (Please note that if you do this it may affect our ability to fulfil our care for your child).

If you have any queries or complaints, please see Carol Shields or Joanne Cameron.