



# Sunningwell Pre-School

Dark Lane, Sunningwell, Abingdon, Oxfordshire, OX13 6RE

Charity No: 1164257

Ofsted number: EY497565

 01865 321708

 [info@sunningwellpreschool.org](mailto:info@sunningwellpreschool.org)

## Privacy Statement

Sunningwell Preschool is a provider of a service that collects personal information about children, young people and their families.

The Staff employed by Sunningwell Preschool will collect the necessary information. We collect and use information under the Early Years Foundation Stage Statutory Framework (2017), the Data Protection Act (1996) and the GDPR (2018). It is both contractual and for emergency reasons.

The data we are required by law and as an OFSTED requirement to hold for each child is as follows:

- Child's full name
- Child's date of birth
- Child's address and contact details
- Parents' addresses (if different) and contact details including a phone number
- Who has parental responsibility
- Who has legal contact
- Emergency contact details (2 people not including parents)
- Allergies/dietary requirement information
- Any other special requirements/needs/medical history details
- Names of people who can collect your child if not yourselves
- Doctor's name, address and contact number.

Sunningwell Preschool are required to inform you of how we process and store personal data within the setting.

All paperwork regarding your child is stored in the office in the filing cabinet. Your child's full name and date of birth are printed on our daily registers. The registers are stored in the office filing cabinet when not in use.

Sunningwell Preschool has a computer in the office and there is a laptop which is used by management. The laptop is password protected and is only used by management. Emails are sent out and received on both the computer and the laptop.

Sunningwell Preschool will share information with other settings only after we have sought permission from you. Safeguarding concerns will be the only time permission may not be sought to speak to other agencies.

Sunningwell Preschool is registered with the ICO.

Sunningwell Preschool take photos of your children (after permission has been sought) for use in their learning journeys and to display around the setting. Photos are deleted from the camera/iPad and the computer straight after they are printed.

Photos may also be used for promotional material and the Sunningwell Preschool website, again only after permission has been sought.

Sunningwell Preschool refer to a document 'retention periods for records' to ensure we retain personal data records for the correct amount of time. There are certain records that Sunningwell must retain, you have the right to ask for additional data to be handed over to you or Sunningwell Preschool will destroy it appropriately. Sunningwell Preschool must adhere to the lawfulness of Processing Data. All data collected by Sunningwell Preschool will fall into one of the following categories:

1. Consent of the data subject.
2. Processing is necessary for the performance of a contract with the data subject.
3. Processing is necessary for the compliance with a legal obligation.
4. Processing is necessary to protect the vital interests of the data subject.
5. Processing is necessary in the public interest or the controller has official authority.
6. Processing is necessary for the purpose of legitimate interests pursued by the controller or third party.

The personal data held at Sunningwell Preschool is secure and only shared with a third party such as another childcare setting, Oxfordshire County Council (regarding funding claims), Tapestry learning journal, health visitor, safeguarding complaint, doctors or emergency services in the event of an emergency.

Sunningwell Preschool can no longer process Special Category Data regarding Race, Ethnic Origin and Religious or Philosophical Beliefs unless explicit consent is given. Consent can be given and then withdrawn at any time.

As well as personal information such as your child's name, date of birth and address we also collect and hold data on your child's characteristics such as their language and ethnicity, attendance information such as sessions attended, number of absences and absence reasons, medical information, assessment information and information regarding special educational needs.

We use the collected data:

- To support your child's learning and development
- To monitor and report on your child's progress
- To assess the quality of our care
- To comply with the law regarding data sharing
- To comply with the requirements of the Early Years Foundation Stage Statutory Framework (2017)

Under data protection legislation, parents/carers have the right to request access to information held by Sunningwell Preschool and parents/carers can withdraw consent at any time (other than for information needed by law.)

If you have a concern about how Sunningwell Preschool are collecting or storing personal data, we request that you raise your concern in the first instance with the management or chair of the committee. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> Sunningwell Preschool also obtain and hold information on Staff, volunteers, students and committee members.

### **Committee members**

Committee members' names, contact numbers, email addresses and DBS numbers will be kept in a file which is stored in the filing cabinet. Committee members names' will be displayed within the setting.

Government and Local Authorities need to know who has overall responsibility for those who run services for children and the community. DBS checks will be sought for all Committee members to ensure volunteers are suitable to work in the management of children's services.

### **Employees**

Employees' personal details will be obtained and held in the filing cabinet. This will include medical history, next of kin and emergency contacts. References will be sought from two sources. A DBS check will also be sought. Evidence of previous qualifications, if necessary will be asked for.

### **Volunteers**

Those who wish to volunteer on a regular basis (regular constitutes attending once a fortnight) will be required to give personal information consisting of full name, address and contact telephone number. A DBS check will be sought.

### **Parent Helpers**

Parent helpers will be asked to sign in to the visitors book and Sunningwell Preschool will hold a record of who volunteered and when.

### **Students**

Details of address, next of kin, doctor's contacts and telephone numbers will be sought so we know who to contact in a case of emergency. Information on the type and base of course or college will be needed before any student will be given work placement to ensure that students are registered with an educational provider. DBS checks will be sought if the applicant is aged 18 or over.

### **Grant Application**

Children's names, dates of birth and post codes will be submitted to Oxfordshire County Council in order to claim for Nursery Education Funding.

### **Personal Achievements**

Staff will collate information regarding observations made on individual children's attainments. This allows us to plan for their individual progression.

### **SENCO**

At any time children may have a Special Educational Need. A separate record system is kept for the identification and monitoring of Special Educational Needs.

### **Child Protection**

Any issues relating to Child Protection will be recorded in a separate file. Information is given to those on a need to know basis only. The well-being and safety of the child is paramount.

### **Parent/Carers**

Names, addresses and contact numbers are kept on children's enrolment sheets.

### **Records of Given Information**

Information statements regarding children's personal circumstances e.g. existing injury and child protection issues are recorded and signed.