

## Privacy Notice for Bagshot Pre-school:

### 10.7 General Data Protection Regulation (GDPR)

#### **Introduction**

We 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 we collect.**

We collect personal data about you to register you as a member of Bagshot Pre-school.

#### **Why we collect personal data and the legal basis for handling your data.**

We use your personal data for the creation and administration as a member of Bagshot Pre-school, to liaise with you and agencies that support your child during the family's time at the pre-school.

This includes using your data in the following ways:

- To maintain relevant contact, such as newsletters, events, outings or similar.
- To send you up to date information and changes.
- To input information on the Surrey Early Years portal, this enables us to access funding for your child.
- To enable the use of the Tapestry **a secure online Learning Journal** to record photos, observations and comments, in line with the Early Years Foundation Stage curriculum, to build up a record of your child's experiences during their time with us.
- To forward information from agencies that may support you or your child.
- To enable us to respond to any questions you ask.
- We will retain all correspondence between both parties for monitoring and reflecting.

#### **We will also share your data if:**

- We are legally required to do so, for example, by a law enforcement agency or court.
- To enforce or apply the terms and conditions of your agreement with us.
- If it's necessary to protect our rights, property or safety.

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

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

We take the security of your personal data seriously. We have controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed and to prevent unauthorised access.

#### **Where do we store your data?**

Data stored is on secure servers. Our main storage of data is held in paper files, which are looked away when not in use.

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

We will retain your data for the time you attend Bagshot Pre-school until the specified retention period stated on the data audit, and for a period of no more than seven years after your contract expires, with the exception of safeguarding and accidents. These records will be retained until the child reaches the age of 21 - or until the child reaches the age of 24 for child protection records.

From time to time we will take photographs and video recordings of the children who attend. These photographs are used for on-going recording of our curriculum and for children's individual development records, in addition to our memory photobooks and memory displays within pre-school for years to come or until the pre-school closes. The photographs are used for continued display purposes and will be developed via Photobox and My-picture. We also use Tapestry for your child's records within the pre-school. Our transition form to the school will include a photograph of your child for easy identification. If we wished to use any image of your child for training, publicity or marketing purposes, we would always seek your written consent for each image we intend to use, as indicated on our *Children's Information & Parental consent Form*.

#### **Your rights with respect to your data.**

As a data subject, you have a number of rights. You can:

- Request to access, amend or correct the personal data we hold on you;
- Request that we transfer your personal data to another person.

If you wish to exercise any of these rights please contact the Data Protection Controller, Susan Michel on [susanmichel@btinternet.com](mailto:susanmichel@btinternet.com) or telephone 01276 475395. The Data Processor is Sarah Clifford, responsible for processing data as agrees and to review data annually.

Should you request the personal data we hold about you, we will respond within one month.

#### **Complaints**

If you are concerned about the way your data is handled and you remain dissatisfied after raising your concern with the Data Protection Officer (Susan Michel), you have the right to complain to the Information Commissioner Office (ICO). They can be contacted at Information Commissioner Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

I/we understand our rights and agree to Bagshot Pre-school storing and using my personal data as set out above in accordance to the Data Protection Act May 2018.

Signed \_\_\_\_\_ Print \_\_\_\_\_

Signed \_\_\_\_\_ Print \_\_\_\_\_