



# Heatherside Pre-school

## **GDPR - Data Protection Privacy Notice**

### Who are we –

Heatherside Pre-school, registered charity. Registration number 1021400 based at Heatherside Community Centre. Martindale Road. Heatherside. Camberley. GU15 1BB, Is the Data Controller for the purposes of the General Data Protection Regulation (EU 2016/679) and the UK Data Protection Act 2018

### What is this policy for –

This policy is intended to provide information about how Pre-school will use personal data about individuals, this includes, children, parents, carers, guardians, past and current and its staff.

This information is provided in accordance with the rights of individuals under the Data Protection Law to understand how their data is used. All parties are encouraged to read this Privacy notice.

### Responsibility for Data Protection –

We at Heatherside Pre-school have appointed the Senior Supervisor as Data Protection Controller (DPC) who will deal with all your requests and enquiries concerning the Pre-school's use of your personal data and endeavour to ensure that all personal data is processed in compliance with this policy and the Data Protection Law.

### Why Pre-school needs to process personal data –

In order to carry out its ordinary duties to staff, children and parents/carers, the Pre-school may process a wide range of personal data about individuals as part of its daily operation.

Some of this activity the Pre-school will need to carry out in order to fulfil its legal rights, duties or obligations – including those under a contract with the staff, children or parents/carers.

Other uses of personal data will be made in accordance with the Pre-schools legitimate interests.

Pre-school expects that the following uses may fall within the category of 'Legitimate interests':

- To enable relevant authorities to monitor Pre-schools performance and to intervene or assist with incidents where appropriate
- To give or receive information about past, current and future children
- For the purposes of management planning and forecasting
- Maintaining relationships with committee and parents, which may include direct marketing or fundraising activities
- Monitoring children progress on an educational basis
- To safeguard children's welfare and provide pastoral care
- To use photographic images of children in Pre-school publications, website and Pre-school social media in accordance with our policy of taking, storing and using images of our children
- Where otherwise reasonably necessary for Pre-school's purposes, including appropriate professional advice and insurance for Pre-school

Also, Pre-school may on occasion need to process special category personal data, such as health, ethnicity, religion or criminal records information (such as when carrying out DBS checks) in accordance with rights or duties imposed on it by law. These reasons may include:

- To safeguard children's welfare and to take appropriate action in the event of an emergency, incident or accident, including disclosing details of medical condition where it is in an individual's interest to do so – for example, for medical advice, for social services or for insurance purposes
- To provide educational services in the context of any special educational needs of a child
- In connection with employment of our staff – DBS checks, welfare or pension plans
- Internal or external complaints, disciplinary or investigation process and involves such data, for example if there are SEN, health or safeguarding elements
- For legal and regulatory purposes (for example child protection or health and safety) and to comply with our legal obligations of duty of care

#### Types of personal data processed by Pre-school –

- Names, addresses, telephone numbers, email addresses and any other contact details
- Past, present and future children's admissions and attendance records
- Personnel records including employment or safeguarding
- Bank details and other financial information, for parents and staff
- Information about an individual's health (where appropriate) and their next of kin
- Images of children and staff engaging in Pre-school activities

As a Pre-school we will use your personal data in various ways, such as, to contact you via email, social media and telephone with news and information on the Pre-school or with information on your child. Bank details for salaries, pensions, invoices or voucher schemes. Information on your child may be shared with a keyworker, second setting or health care professional

### Who has access to personal data -

Occasionally the Pre-school may need to share personal information with third parties:

- Professional advisors, such as insurers or accountant
- Government authorities, such as HMRC, DfE, police or the local authority

For the most part the personal data Pre-school collects will remain within the setting and processed by appropriate individuals on a 'need to know' basis and strict rules apply in the context of:

- Medical records
- Safeguarding
- Confidentiality records

However, some SEN children's relevant information will need to be shared with staff to provide the necessary care and education that the child requires  
Safeguarding:

Staff, parents and carers are reminded that Pre-school is under duties imposed by law and statutory guidance to record or report incidents and concerns that arise or are reported to it, regardless whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This may include file notes on personnel or safeguarding files, referrals to LADO or the police. (please see Pre-school Safeguarding policy)

### How does Pre-school store personal data –

Paper records: We keep personal data in a locked filing cabinet and only keep out on daily basis what is needed, for example emergency contact details and register. Our filing cabinets are locked and are in locked cupboards

Digital records: Photographs are on our camera until picture is downloaded, once downloaded the image is deleted. We hold images on our electronic tablets for parents to see and for staff to use as an educational tool (once a child leaves the setting the file is deleted). Cameras and electronic tablets are also locked in a filing cabinet in a secure cupboard. Any personal data held on the Supervisors and the Administration Managers lap tops are password protected

### How long do we keep personal data –

Once a child or staff member leaves Heatherside Pre-school their personal information will be archived. Paper records are stored in a dry, cool ventilated storage area and are in date order

## Retention Period

<b>Children's Records</b>	<b>Retention Period</b>
Children's records, including Registers Medication record Accident & Incident Books	Until the child reaches the age 21 – or until the child reaches the age of 24 for child protection & health care plans. Records in relation to safeguarding concerns will also be kept in accordance with the Local Safeguarding Board's requirements
Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date the record was made

<b>Personnel records</b>	<b>Retention Period</b>
Application forms and interview notes for unsuccessful candidates	6 months to a year
Personnel files and training records (including disciplinary records and working time records)	6 years after employment ceases Records of unfounded allegations of a child protection nature must be kept until the person's normal retirement age or 10 years after the date of the allegation; allegations which are found to be malicious must be removed from personnel files
Wage/salary records (including overtime, bonuses and expenses)	6 years
Statutory Maternity Pay (SMP)	3 years after the end of the tax year to which they relate
Parental leave records	5 years from the birth/adoption of the child or 18 years if the child receives a disability allowance
Statutory Sick Pay	6 years after employment ends
Income tax and NI returns/records	At least 3 years after the end of the tax year to which they relate
National Minimum wage records	3 years after the end of the pay reference period following the one that the records cover
Pension schemes and member records	6 years from the automatic enrolment staging date
Staff accident records	3 years after the date of the last entry in the book
Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date the record was made
Accident/medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry
Assessments under the Health & Safety Regulations and records of consultations with safety representatives and committees	Permanently <hr/> For the life of the assessment plus 3 years

<b>Financial Records</b>	<b>Retention Period</b>
Accounting records (e.g. cash books, receipts, invoices)	3 years from the end of the financial year for private and charitable companies

<b>Administration Records</b>	<b>Retention Period</b>
Employers' liability insurance records	For as long as possible
Visitors books/signing in sheets	The current year plus 6 years
Policy documents	For the life of the policy/setting plus 3 years
Complaints	At least 6 years after the date of resolution of the complaint
Minutes	Permanently

In addition to the above Heatherside Pre-school also use information given to us by parents to:

- support your child's teaching and learning;
- monitor and report on your child's progress;
- provide appropriate pastoral care, and
- assess how well the setting is doing.

This information includes your contact details, characteristics such as ethnic group, special educational needs and any relevant medical information.

We are required by law to pass some of your child's information to the Local Authority (LA), and the Department for Children, Schools and Families (DCSF).

If you want to see a copy of the information we hold and share about you then please contact Heatherside Pre-school – [heathersidepreschool@hotmail.com](mailto:heathersidepreschool@hotmail.com)

You have the right to view any personal data which we hold on you and your child.

If you need to make a complaint about the safety of your information or about the response to an access request, you will need to contact –

ICO  
 46 Sarehole Road  
 Birmingham  
 B28 8DR  
 07875 138526  
<https://ico.org.uk>

**Reviewed & re-agreed at AGM held 27th September 2019 Chair Jo Griffin**

**Reviewed & re-agreed at AGM held 29th September 2020 Chair Jo Griffin**

**Reviewed & re-agreed at AGM held 08th October 2021 Chair Alex Constantine**