

Bright Sparks Pre School Ltd Privacy Notice

We, at Bright Sparks, are the data controller and data processor for the purposes of the 'General Data Protection Regulation' (GDPR). We collect information from you and may receive information about you and your child from previous childcare providers and agencies. We hold this personal data and use it to:

- Support your child's teaching and learning
- Contact you
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess how well our pre-school and out of school club is doing

This information includes, but is not exclusive to:

What personal data do we collect?

About your child:

- Full name (legal and chosen), date of birth, gender, home address, religion, ethnicity, first language health and special need requirements, and family details.

About you as parent/carer:

- Full name (legal and chosen), date of birth, National Insurance Number or unique taxpayer reference if self-employed, home and work address, phone numbers, email address and family details.

Why we collect this data?

We will not give information about you or your child to anyone outside Bright Sparks Preschool Ltd without your consent unless the law and our rules permit it. We are required by law to pass some of your information to the Local Authority (LA), and the Department of Education (DfE) for the following purposes:

- Nursery Education Grant Funding if applicable
- Other additional funding the child may be entitled to (Early Years Pupil Premium, DAF, Inclusion fund etc)
- Making special needs assessments
- Assessment and planning of early year's childcare places and services offered to meet needs of children and their families
- Sharing information with other outside agencies/school which will support your child's progress or as a Duty of care to your child

To enable us to deliver our service we may, also, share information with the following organisations:-

- Ofsted – during an inspection
- Our banking services to process debit payments
- The government's eligibility checker for the grant funding for preschool
- Our insurance underwriters

How do we protect your data?

We protect unauthorised access to your and your child's personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

- Personal information and records are locked away when not in use and only authorised staff have access
- Using security and password protected IT systems with external hard drives locked away when not in use
- Using secure IT software
- Confidentiality Agreements, Policy and Procedures

How long do we retain your data?

We keep 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. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and downloaded/handed to you when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children's and Provider Records policies).

Your rights with respect to your data

Children have certain rights under the GDPR, including the general right to access personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If, at any time, you wish to access, amend or transfer personal data to another person, please request this in writing to the Manager, but this will be limited to annual request or a charge may be applied

If you continue to have concerns about the way your data is handled after raising your concerns 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.

I have read all the above information and understand Bright Sparks Pre School Ltd's role in the collection of my child's and my personal data.

(NOTE: To be completed by both parent's/carer's if appropriate)

Signature:

Print Name:

Relationship to child:

Date:

Signature:

Print Name:

Relationship to child:

Date: