



## Privacy Notice in accordance with General Data Protection Regulations (GDPR)

### 1. Introduction

Under the General Data Protection Regulations (GDPR) parents or those with parental responsibility are required to confirm their positive 'op-in' consent to the preschool holding and processing data about their child or children.

Please read this notice carefully, and if you are happy with its content please sign, date and return it to the preschool manager.

### 2. How your information will be used.

The preschool needs to keep and process information about your child for normal educational and administrative purposes.

We will keep and use this information for the duration of your child's time at Pippins and in accordance with Cambridgeshire County Council policies and Pippins Preschool policies. The duration of data retention will vary in line with guidance, statutory requirements and legal requirements. We need to process your data to pursue our legitimate business interests such as obtaining funding and provision of extra support. Data passed on to Cambridgeshire County Council may be used by them to prevent fraud.

### 3. What information we hold

Much of the information we hold will have been provided by you but some will come from other internal sources, such as your child's key worker. In other cases, external sources may provide information such as other professionals involved with your child.

The sort of information we hold includes:

- Your child's registration paperwork, including contact details
- Information on educational progress, including information on special educational needs (SEN) or healthcare information
- Correspondence with you or about you
- Records of holiday, sickness and other absence
- Photographs of your child which may appear in preschool literature and on our website. We will always request explicit consent for using your child's photograph in this way first.

As part of obtaining funding for your child, we ask about your child's racial or ethnic origin. You may decline to answer.

Where we are processing data based on your consent, you have the right to withdraw that consent at any time. However, there may be consequences and your child's place may be withdrawn as a result.

If, in the future, we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.

### 4. Sharing Information

Pippins Preschool fully recognises the responsibility to have arrangements in place to safeguard and promote the welfare of all children. We will share:

- Your child's Early Years Foundation Stage Learning and Development Summary and relevant information will be shared to aid transition with other settings (where applicable) and passed on to their next early years setting or school for the purposes of planning their learning.
- If your child requires extra support, or we have concerns for their safety, we will share information with relevant professionals.
- We will seek your consent before sharing information, unless we are advised to do otherwise by Cambridgeshire Local Safeguarding Children Board procedures.

### 5. Your rights

Under GDPR and the Data Protection Act 2018 (PDA) you have a number of rights with regard to your personal data.

- You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.
- If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn. However, there may be consequences and your child's place may be withdrawn as a result.
- You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 18 with regard to your personal data.

### 6. Contact Details of Controller

Pippins Preschool is the controller and processor of data for the purposes of the DPA 18 and GDPR. The Data Protection Lead is the Preschool Manager. If you have any concerns as to how your data are processed you can contact the Preschool Manager for further details.

### 7. Your agreement to the above information and conditions

Please keep this notice for your information. Please sign and return the Parent Contract to show that you have read and understand this Privacy Notice.