



# **POLLYANNA PRE-SCHOOL CIO**

## **PRIVACY NOTICE FOR PARENTS/CARERS AND CHILDREN**

### **Statement of Intent**

Pollyanna Pre-School CIO are 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 the preschool collects, why it is collected, how it is used and how the preschool protects it.

### **What Personal Data Is Collected?**

Pollyanna Pre-School CIO collects personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. The preschool also collects information in order to verify your eligibility for the government childcare funding as applicable.

Personal details about you include:

- Your name, date of birth, address, email, home and work telephone numbers and if you are a member of armed forces (for funding forms)

Personal details about your child include:

- Your child's name, date of birth, gender, address, telephone number, who they live with, name of parents not living with them, emergency contact details, persons authorised to collect (names and phone numbers), password, ethnic code, religion, festivals celebrated, languages spoken at home, health and medical needs, developmental needs, and any special educational needs, details of other settings attended, and names of any professionals involved with the child

Where applicable Pollyanna Pre-School CIO will obtain child protection plans from social care and health care plans from health professionals. Information regarding parental responsibility for your child and any court orders pertaining to your child is also requested. This information will be collected from you directly in the registration form.

If you apply for up to 30 hours free government childcare funding, the following information will be required:

- Your national insurance number or unique taxpayer reference (UTR), if you're self-employed, together with your 30 hours eligibility code.
- Information regarding benefits and family credits that you are in receipt of.

If you apply or ask Pollyanna Pre-School CIO to apply on your behalf for Early Years Pupil Premium (EYPP), the following details are required:

- Your date of birth and national insurance number or unique taxpayer reference (UTR) if you are self-employed.
- Information regarding benefits and family credits that you are in receipt of.

### **Why This Information Is Collected and the Legal Basis for Handling Your Data:**

Personal data about you and your child are used to enable Pollyanna Pre-School CIO to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- Contact you in case of an emergency.
- To support your child's wellbeing and development.
- To manage any special educational, health or medical needs of your child whilst at the preschool setting.
- To carry out regular assessment of your child's progress and to identify any areas of concern.
- To maintain contact with you about your child's progress and respond to any questions you may have.
- To process your claim for up to 30 hours free childcare/EYPP (only where applicable).



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- To keep you updated with information about the preschool service.

With your consent, Pollyanna Pre-School CIO will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

Pollyanna Pre-School CIO have a legal obligation to process safeguarding related data about your child should the preschool have concerns about their welfare. Records and certain information about your child are transferred to the school that your child will be attending. Consent will be obtained prior to processing any transferring of information.

### **Who Pollyanna Pre-School CIO Share Your Data With:**

To deliver childcare services your data will be shared as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service.
- Banking services to process chip and pin and/or direct debit payments (as applicable).
- The Local Authority (where you claim EYPP or up to 30 hours free childcare as applicable).
- The government's eligibility checker (as above).
- Pollyanna Pre-School CIO's insurance underwriter (if applicable).
- Pollyanna Pre-School CIO's setting software management provider (if applicable).
- The school that your child will be attending.

### **Your Data Will Be Shared If:**

Pollyanna Pre-School CIO are legally required to do so, for example, by law, by a court order or the Charity Commission:

- To enforce or apply the terms and conditions of your contract with us.
- To protect your child and other children; for example, by sharing information with social care or the police.
- To protect the rights, property or safety of Pollyanna Pre-School CIO and others.
- Should the management of the setting change in any way such as prospective buyers.

Your data will not be shared with any other organisation to use for their own purposes.

### **How Pollyanna Pre-School CIO Protect Your Data:**

Pollyanna Pre-School CIO protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by ensuring:

- All paper communication is filed and stored in a locked cupboard.
- All electronic devices containing data such as laptops and tablets are password protected.

### **How Long Your Data Is Retained:**

Your child's personal data is retained for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves the setting. 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 handed to you when your child leaves.

In some instances (child protection, or other support service referrals) Pollyanna Pre-School CIO are obliged to keep your data for longer if it is necessary to comply with legal requirements.

### **Automated Decision-Making:**

Pollyanna Pre-School CIO do not rely solely on automated decision-making when assessing and planning for your child's developmental needs.



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### Your Rights:

You have the right to:

- Request access, amend or correct your/your child's personal data.
- Request that to delete or stop processing your/your child's personal data, for example, where the data is no longer necessary for the purposes of processing.
- Request to transfer yours and your child's personal data to another person or setting.

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how Pollyanna Pre-School CIO handle your data please contact the preschool. If you have concerns about the way your data is handled and are dissatisfied following initial concerns raised, 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/](https://ico.org.uk/)

### Review and Approval

This policy was adopted on: \_\_\_\_01/09/2025\_\_\_\_

Signed by Management Committee: \_\_\_\_\_\_\_\_

Print Name: \_\_Nikitta Wehrle\_\_\_\_

This policy is reviewed **annually** or sooner in response to changes in legislation, guidance, or setting practices.