

Privacy notice

(April 2021)

Jack and Jill's Privacy Notice

Jack and Jill's Preschool Limited,
St Peter' Church Hall, Pickford Lane, Bexleyheath, Kent DA7 4RS
Managing Director Contact – Anna Zeneli 07931817665
jackandjillspreschool@outlook.com

Data Protection Officer - Anna Zeneli

Introduction

At Jack and Jill's Preschool Limited we 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 we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

- your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs, special requirements, religion, languages spoken, nationality.

Where applicable we will obtain child in need or child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- your name, home and work address, phone numbers, emergency contact details, and family details, National Insurance numbers and dates of birth.

This information is collected from you directly in the registration form.

Why we collect this information and the legal basis for handling your data

We use personal data about you and your child in order 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 our 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 15 to 30 hours free childcare (only where applicable)
- to keep you updated with information about our services

With your consent, we will also carry out written observations of your child for their learning Journal and to support assessments. We may also take photographs and videos and put these on the closed facebook group or website if you wish. You will need to sign to give permission for this on the registration form and you have the opportunity to withdraw your consent at any time after this, by confirming so in writing. No photos will be used for advertising unless we have shown you the individual photos and you have signed to give permission for each one.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer Safeguarding records and certain information about your child to the school that your child will be attending next. Transfer forms with regards to their learning and development, we will ask you to read and sign prior to this being given to their next school (see *Transfer of Records* policy).

Who we share your data with

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- the Local Authority (where you claim 15 to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- our insurance (if your child needs additional medical support)
- the school that your child will be attending next
- Bexley Early Years Advisors, SEN support and other external agencies involved with the child

We will also share your data if:

- We are legally required to do so, for example, by law, by a court 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;
- it is necessary to protect our rights, property or safety
- We transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer, so they may continue the service in the same way. This I will ask for your permission to do so prior to the changeover.

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

How do we protect your data?

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

Having information stored on the work laptop with a password, which is regularly updated to keep the information secure.

Having anti-virus protection on the laptop

Ensuring the information is stored in the locked stock cupboard after the Preschool session has finished.

How long do we retain your data?

We retain your child's personal data for up to 3 years after your child no longer uses our setting. Medication records, accident records and data for a child with Special Educational Needs may be kept for longer according to legal requirements. Your child's learning and development records are maintained by us and if requested are handed to you when your child leaves. We keep the collated Assessment sheet for up to 3 years.

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

You have the right to (in writing):

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

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 we handle your data please contact the Managing Director Anna Zeneli. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with Anna Zeneli, 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.