

GDPR Privacy Notice and Consent Form for Parents



Who are we?

Henley Pre-School , The Community Centre, Church Meadows Henley IP6 0RP

Why do we collect personal information?

We require personal information to enable us to operate a well-run, safe and secure pre-school. Data held will be provided by parents, carers or collated by staff through observations.

We do not share any data or images with third parties except the professional service detailed below who provide specific functions for learning journeys, children's development, funding, accounting

What data do we collect and how is it used?

Information contained at the pre-school registration form

What is collected	How it is used
Name, nickname, DOB	Held in Electronic and hard copy form and used in registers ,ratios and documents to help with the running of the pre-school and development of the child e.g registers, ratios, self-registration,
Parents contact details, phone number, email address, work contact details	Kept in hardcopy and electronic file for reference to enable us to contact parents with information specific to their child and general information about the pre-school.
Medical details – Doctors and health visitor contact information, immunisation details, details of any illness or allergies, details of any medication.	Held in hard copy form for reference. Details of any medical information needed daily such as allergies or a condition that may require emergency treatment are on the wall inside the pre-school and cupboard.
Permissions <ul style="list-style-type: none"> • For administering or seeking emergency medical help • Walks around the village • Applying sun cream • For photographs to be taken and used • To share information about achievements and from learning journeys with any new setting attended by the child 	Held in hard copy for reference
Educational details – other settings attended and possible school	Held in hard copy for reference
Ethic information, languages spoken	Held in hard copy
Personal details about your child's likes, dislikes and preferences	Held in hard copy and used to help understand and build a picture of the child
Alternative Emergency contact details name, telephone numbers and relationship to the child	Held in hard copy and used for reference in an emergency, Held electronically if identified as a person who can collect the child with the agreed password
Session Details	Held in hard copy and electronically in registers, and planning information
Equal opportunities information, race, sex and age	Held in hard copy for reference. May be used anonymously for statistical purposes

Observations

As part of the EYFS we observe your child and record their progress and development. This information is held on tapestry and within our planning process. This is not displayed and is only accessible by staff and in the case of the learning journey registered parents.

Additional information may be held on a child with SEN. This will be done in collaboration with the parent and used in liaison with professionals who can help with development.

Photographs

Photographs taken at pre-school are only held on devices whilst being used. Images are used in displays, learning journeys, for identification eg where a child has an allergy or medical condition. Photographs are not held or used for any other purposes.

Funding information and ID

The personal data you provide on the PAF funding form is not used for any purpose other than to claim funding. The funding process requires us to obtain ID for your child this is copied and filed. Funding data is held on file in hard copy and electronically if provided that way. Details are input into the Suffolk County Council provider portal. The information is not used for any other purpose.

Other data held on file for reference

Correspondence, absence details

Third parties

Henley Pre-School use the following systems where personal data may be input for specific purpose

Who	Why	Data Shared
Tapestry	To create a learning journey	Observations and photographs detailing child's development
Suffolk County Council Provider Portal	To make funding claims	Information provided in the funding form
Early Years Team at Suffolk County Council	Development and support	Information passed to the Early Years Team is only done with consent of the parent/carer. Data shared relates to the child's development and includes full name, date of birth, details of other professionals involved, reason support is required and social situation.

How we hold information

- All electronic records are held securely, and password protected. Electronic data is only accessible by manager.
- Hard copy data is held in a lockable cabinet.
- Where children's names are displayed only first names (and surname initial where required) are used. If appropriate only initials will be used.
- From time to time we may email with regard to your child and refer to personal details. This would only be to a named parent or carer.

Data Retention

Data will only be kept whilst the child attends the pre-school or staffs are employed by the pre-school unless there is a statutory requirement to hold the information for a longer period of time.

I have read and understand the above Privacy statement

I have permission to share the emergency contact details of third parties to be used as detailed above.

I give my consent for Henley Pre-School Centre to collect and use the data as detailed above.

I understand I have the right to withdraw my consent and will contact the Manager if I wish to do so.

Signature _____ Name _____ Date _____

A copy of our full privacy and data collection policy is available on request.

The nominated Data Protection Controller who you can contact with any questions or complaints is Bridget Wyatt