



Privacy Policy

2024-2025

All information that we collect is necessary to meet our contractual and legal requirements as an Early Years Setting, from Ofsted, Local Authorities the EYFS and under GDPR Guidelines.

Data protection officer at Enchanted Wood Preschool: Abie Sanford (Owner/ Director)

Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws/GDPR 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 and parents include:

- Personal information (such as name, date of birth, address, telephone numbers, national insurance numbers)
- Characteristics (such as ethnicity, language, nationality, country of birth and funding eligibility) for children
- Attendance information (such as sessions attended, number of absences and absence reasons) for children
- Relevant Medical information for children
- Special Educational Needs information for children
- Assessment information for children
- Bank details for adults
- Proof of identity for adults
- Birth certificates for funding for children
- Details of any accidents / incidents / existing injuries
- Relevant documentation for child protection and safeguarding concerns
- Funding information and details

Where applicable we will obtain 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, three other emergency contact details, Date of Birth and family details
- This information will be collected from you directly in the registration form.

If you apply for up to 30 hours free childcare, we will also collect:

- your national insurance number or unique taxpayer reference (UTR), if you're self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

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:

- to support children's learning
- to monitor and report on their progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing/GDPR
- to comply with the requirements of the EYFS and Ofsted
- to ensure children are eligible for funding
- to process nursery fees
- to ensure children's health, safety and wellbeing



The lawful basis on which we use this information

We collect and use pupil information under the Statutory Framework for the Early Years Foundation Stage (given legal force by the Childcare Act 2006), The Limitation Act 1980. By completing and signing the preschool registration form you are giving consent for us to process yours and your child's personal data for the specific purposes of being part of the nursery setting. The processing of the information you have provided about you and your child is necessary for the contract you have completed in the registration form. We have a legal obligation to process the information provided to comply with the law

With your consent, we 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.

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 records and certain information about your child to the school that your child will be attending.

Who we share your data with?

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 service
- banking services to process direct debit payments (as applicable)
- the Local Authority (where you claim up to 15/30 hours childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our setting software management provider (Nursery in a Box)
- the school/setting that your child will be transferring

We will also share your data if:

- We are legally required to do so, for example, by law, by a court
- 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 and other's 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.

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:

- All your data is either kept in our software systems (Nursery in a Box) or in paper format. Data relating to you and your child will be kept in the nursery your child attends our lockable storage unit as well for up to three years after your child leaves Enchanted Wood Preschool. Personal data held within a software system will be securely protected with logins and a secure password, which will only be given to those who need to access the data. Data will also be stored on the nursery external hard drive which is locked away. All data stored in paper format will be kept in a safe location where only those who are authorised to access it, can. This may include being locked away in a filing cabinet.

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, or until our next Ofsted inspection after your child leaves our 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) we are obliged to keep your data for longer if it is necessary to comply with legal requirements.

Your rights with respect to your data

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing 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 us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern 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

Requesting access to your personal data

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact our Company Compliance Officer at abie.sanford@enchantedwoodpreschool.co.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance at abie.sanford@enchantedwoodpreschool.co.uk. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.