

## **Safeguarding and Welfare Requirement: Information and Records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to ensure the needs of all children are met.

*Happy, Confident, Independent.*

*Children develop a sense of belonging, respect and autonomy of voice through a varied and well-directed early education.*

## **Ringrose Kindergarten Chelsea's Privacy Notice**

Ringrose Kindergarten Chelsea

St. Luke's Church Hall

St. Luke's Street

London

SW3 3RP

Name of data protection officer: Lucy Hustler Parker

### **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 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.

### **How we collect Information about You**

When you send your children to Ringrose Kindergarten, we receive information about you and any children who attend in a number of different ways. This may happen when you:

- Contact the Kindergarten via email or telephone.
- Register your child at Ringrose Kindergarten;
- Accept a place at Ringrose Kindergarten.
- Apply for The Minimum Funding Entitlement.
- When you let us know about a change in your personal circumstances (for example, if you change your name when you get married or move house).
- We may receive it from another organisation, for example, should we be required to work with outside agencies, Health Visitors, Speech & Language Therapists and Social Care.

## **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:**

- Personal information such as name, address, Date of Birth and Birth Certificate, health and medical needs, development needs, and any Special Educational Needs.
- Characteristics such as Ethnicity, Language, Nationality, Religion, Country of Birth.
- Attendance Information (such as sessions attended, number of absences and reasons for absence).
- Assessment Information.
- Special Educational Needs/Disability (SEND) information.
- Exclusions and behavioural information.

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, Emergency Contact Details, Email Address and family details.
- Financial Data such as Account Name, Sort Code and Account Number.

This information will be 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 keep you updated with information about my service.

We also collect information in order to verify your eligibility for free childcare as applicable.

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 (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 for the MFE as applicable).
- the government's eligibility checker (as above).
- our insurance underwriter (if applicable).
- our setting software management provider (if applicable).
- the school that your child will be attending.

### **We will also share your Data if:**

- We are legally required to do so, for example, by law or 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 rights, property or safety.
- I 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.
- Playball team to carry out regular assessments of your child's progress and report writing (name and age only).

**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:

- Children details including Name, Date of Birth, Home Address, Attendance Records, Accident Records, Medical Cards, Consent Forms and Children's Developmental Records along with the names, Addresses and Contact Details of Parents are kept in a secure location on the school premises.
- Financial Details, Registration Forms and Acceptances are kept in a secure off site location.

### **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 me 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 (see our Children's and Provider Records policies).

## 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/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 I handle your data please contact me. If you have 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/](http://ico.org.uk/)

## Changes to this Notice

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

This policy was adopted by

Ringrose Kindergarten Chelsea

On

June 2020

Date to be reviewed

July 2021

Signed on behalf of the provider

Name of signatory

Lucy Hustler Parker

Role of signatory (e.g. chair, director or owner)

Owner