

MAGIC MOMENTS PRE-SCHOOL PRIVACY NOTICE – Data Protection Act 2018

Magic Moments Pre-school is committed to ensuring that personal data is collected, processed and protected in accordance with data protection laws.

We issue this privacy notice to explain what data we collect, why we collect it, how we use it, what rights you have over your personal data and the procedures we use to protect your data.

Data may only be collected if Magic Moments Pre-school has a lawful reason for doing so or if specific consent for collecting the data is given.

What personal data do we collect

We collect contact details, names, dates of birth, characteristics such as ethnic group, medical and developmental details and special educational needs of the children. We collect contact details, names, dates of birth and National Insurance numbers of parents.

Data is collected at induction (registration documents), through email and by telephone. Further data may be collected through ongoing communications with staff, key persons and committee. Consent for specific information, i.e. photographs and observations, is obtained through pre-school procedures and policies.

Data is only collected if it is relevant for the purpose collected. Data is only used to serve the purpose for which it is collected.

Data must be accurate. Parents must inform the pre-school of any changes and updates to information. Procedures are in place to ensure that updates are always current, and paperwork is updated electronically as soon as reasonably possible.

Why we collect personal data

Magic Moments Pre-school collects personal data to comply with legal requirements of the Early Years Foundation Stage and so we can:~

- support your child's learning and development
- Monitor and report on progress of individual children
- Provide appropriate pastoral care
- Monitor and assess the quality of the pre-school.
- Process Nursery Education Funding applications.

Who we share your data with

Data is never shared with outside agencies without prior consent and notification, unless there is a legal obligation for doing so – i.e. for safeguarding reasons.

Magic Moments Preschool is required to pass data on to agencies prescribed by law to assess and monitor education. This includes the Local Authority (Herts County Council), Ofsted and the Children's Centre. HCC uses information about children for whom it provides services to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have or sharing information with its children's centres for delivery of their services. The LA also uses information to derive statistics to inform decisions on (for example) the funding of early years settings. These statistics are used in such a way that individual children cannot be identified from them.

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Clinical commissioning groups (CCGs) and local area teams (LATs) use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them.

If you wish to contact the LA for more information, please contact:

Data Protection Team Information Governance Unit Room C1 County Hall Pegs Lane Hertford
email: data.protection@hertfordshire.gov.uk tel: 01992 588099

If you require more information about how the DfE store and use the data, please go to the following website:

www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections

Alternatively please contact the DfE using the below details:

Department for Education 1st Floor Sanctuary Buildings Great Smith Street London SW1P 3BT

website: www.education.gov.uk email: info@education.gsi.gov.uk tel: 0370 000 2288

Magic Moments will share information with feeder settings for transitional purposes. This is in the interests of the child and you will be notified in advance of specific communications.

Magic Moments will, with your prior consent, share information with outside agencies where the need for support from an outside agency may be beneficial to the child – i.e. health visitor, children's centre, speech therapist.

How we protect your data

Data is stored securely in locked filing cabinets and cupboards. Electronic files are kept secure in locked cupboards and filing cabinets. Laptops are password protected and files are encrypted so that information is not accessible to unauthorised persons.

Retention of information

No data is retained longer than necessary. Data relating to incidents and accidents may be retained indefinitely. Data is destroyed securely – i.e. shredding, burning or deleting.

Individual Rights

You have the right, as a data subject, to withdraw consent to process data at any time or to amend details to data. You have the right to request access your data (see contact details below). Magic Moments must action the request within one month.

Lodging a Complaint

Concerns relating to a breach in privacy procedures and data protection policy must be raised within 72 hours.

Further reference - The Magic Moments Data Protection Policy (document).

Contacts

Committee of Magic Moments Pre-school - c/o Jo Durkin 07709618434
Information Commissioner Officer (ICO) – T: 0303 123 1113 W: ico.org.uk