



# Smalley Pre-school Privacy Notice

(Registered Charity No. 1033193)

Church Hall, Main Road, Smalley, Ilkeston, Derbyshire DE7 6EF  
07903 129575

We have recordkeeping systems in place that meet legal requirements; the means we use to store and share that information take place within the framework of the General Data Protection Regulation (GDPR) 2018 and the Human Rights Act 1998.

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Church Hall

Main Road

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DE7 6EF

Contact details:

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## 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.

## What personal data we collect

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

Personal details that we collect about your child include:

- name;
- date of birth;
- address;
- health and medical needs;
- development needs; and

- any special educational needs.

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:

- name;
- home and work addresses;
- phone numbers;
- emergency contact details; and
- family details.

This information will be collected from you directly in the registration form.

If you apply for up to 30 hours funded 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:

- contact you in case of an emergency;
- support your child's wellbeing and development;
- manage any special educational, health or medical needs of your child whilst at our setting;
- carry out regular assessment of your child's progress and identify any areas of concern;
- maintain contact with you about your child's progress and respond to any questions you may have;
- process your claim for up to 30 hours funded childcare (where applicable); and
- keep you updated with information about our service.

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 the Recordkeeping 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;

- banking services to process chip and pin and/or direct debit payments (as applicable);
- the local authority (where you claim up to 30 hours funded childcare as applicable);
- the government's eligibility checker (as above);
- our insurance underwriter (if applicable);
- our setting software management provider (if applicable);
- other settings your child attends (with your consent); and
- the school that your child will be attending.

We will also share your data in the following circumstances:

- if we are legally required to do so, for example by law, 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;
- if it is necessary to protect our rights, property or safety; and
- 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 keeping records in secure filing cabinets.

### **How long do we retain your data?**

We retain your child's personal data for up to three 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 (see our Early Years Practice Policy and Recordkeeping Policy).

### **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 / 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's 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 privacy notice was adopted by Smalley Pre-school

On	23.12.25
Date to be reviewed	23.12.26
Signed on behalf of the provider	
Name of signatory	Joanne Rothwell
Role of signatory (e.g. chair, director or owner)	Chair of the Committee