



# Waltham Pre-School

## Data Protection – Privacy Notice

### Privacy Notice for Parents/Carers

The Data Protection Act 2018 controls how your personal information is used by organisation, businesses, or the Government. The Data Protection Act (2018) is the UK's implementation of the General Data Protection Regulation (GDPR).

Under GDPR individuals have a right to be informed about how Waltham Pre-School uses any personal data that we may hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about children and their parent/carers.

For the purposes of data protection law, Waltham Pre-School are the 'data controller'.

The data protection officer for Waltham Pre-School is Mr. G. Beal

### The personal data we hold

Personal data that we may collect, use, store, and share (when appropriate) about children and their parents / carers includes but is not restricted to:

- Name, Addresses, Date of Birth, National Insurance Numbers, Identification Documents
- Gender, Ethnicity
- Medical information including medical conditions, allergies, doctor's details, eligibility for Disability Access Fund
- Special Educational Needs and Disabilities
- Safeguarding Information
- Photographs and videos
- Eligibility for Early Years Pupil Premium (EYPP) including criteria:
  - Free School Meals (FSM)
  - Looked After Children (LAC)
  - Adoption
  - Special Guardianship
- Eligibility for 2-year funding, 3 year universal/extended funding
- Name and contact details of people authorised to collect children
- Names and dates of birth of siblings
- Attendance information
- Details of any support provided, including care plans and external agencies
- Assessment outcomes

We may also hold data about children and their parent / carers received from other organisations, including other pre-schools, local authorities, health providers, etc.

### Why we use this data

The data is used to:

- Safeguard children under our care
- Ensure that our staff are fully prepared to offer care tailored to each child's needs
- Support pupil learning
- Assess and report on the progress being made by the children

- Claim funding from the local authority
- Comply with the requirements of various government agencies
- Complete financial documents

#### When we use this data

The data is 'processed' at the following times:

- When a child begins at Waltham Pre-School
- When parents / carers advise of changes
- When communicating with parents / carers
- At times specified by the local authorities headcount schedule
- At times specified by the local authorities assessment schedule
- When requested by a government agency
- At the end of the retention period, specified by the following laws / regulations:
  - Early Years Foundation Stage (EYFS) given legal force by Childcare Act 2006
  - Limitation Act 1980
  - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

#### Where we process this data

The data is 'processed' in the following places:

- All personal information regarding children, parent/carers, siblings and authorised people is kept at Waltham Pre-School, whilst they are attending the Pre-School and for the retention period
- Records are kept in both manual and electronic format, the later being backed-up on a cloud service
- Data processing is carried out using in-house electronic managed systems
- Data processing is carried out using a local authority external hosted service
- Data processing is carried out manually in-house in response to government agency requests

#### Who we share your data with

We do not share your personal data with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share your personal information with:

- Our Local Authority
- Our regulator, Ofsted
- Central and local government
- HMRC
- Government agencies
- Health authorities
- Health and social welfare organisations
- Professional advisors and consultants
- Police forces, courts, tribunals

We do not use your personal data for direct marketing purposes.

We do not share your personal data with any outside company for marketing purposes.

We do not transfer your personal data outside the European Economic Area.

#### Our legal basis for using the data

We only collect and use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- We need to comply with a legal obligation
- We need to perform an official task in the public interest
- Where it is necessary for our legitimate interests (to protect our business, to prevent fraud)

Less commonly, we may also process your personal data in situations where:

- We have obtained your consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time.

Some of the reasons listed above for collecting and using your personal data overlap and there may be several grounds which justify our use of this data.

#### Your legal rights regarding personal data

Under certain circumstances, you have rights under data protection laws in relation to your personal data.

You have the right to:

- **Request access** to your personal data (commonly known as a "data subject access request").
- **Request correction** of the personal data that we hold about you.
- **Request erasure** of your personal data. Note, however, that we may not always be able to comply with your request for erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.
- **Object to processing** of your personal data.
- **Request restriction of processing** of your personal data.
- **Request the transfer** of your personal data to you or to a third party.
- **Withdraw consent at any time** where we are relying on consent to process your personal data. If you withdraw your consent, we may not be able to provide certain services to you. We will advise you if this is the case at the time you withdraw your consent.

If you would like to exercise any of the rights set out above, please contact our data protection officer.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to access any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We try to respond to all legitimate requests within one month.

Parents/carers can make a request with respect to their child's data.

Parents/carers can make a request with respect to any personal data we hold about them.

#### Complaints

If you believe that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

#### Contact

If you have any questions, concerns or would like any further information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Graham Beal – Waltham Pre-School  
[office@walthampreschool.org](mailto:office@walthampreschool.org)

*This notice is based on the Department for Education's model privacy notice for pupils, amended for parents/carers and to reflect the way data is used at Waltham Pre-School.*