



## 10.16 Privacy Policy

Data Protection Officer: Michael Stainsbury
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### Aim

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 policy 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 include:

- your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs, religion and languages spoken by the child at home,
- your child's collection and emergency contact details; this includes who can collect your child, their photograph, name, relationship, phone number, address and email. This information is retained by the consent of the collector who may withdraw their consent at any time.

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, email addresses, emergency contact details, and family details.



- 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:

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

To carry out our duties for items 4 and 5 above we will record your child's activities. This will include photographs and may include videos.

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
- banking services (as applicable)



# Orpington Montessori Preschool



- the Local Authority including divisions such as Speech and Language etc
- the government's eligibility checker for 30 hours free childcare as applicable
- our insurance underwriter (if applicable)
- our setting software management provider, My Montessori Child
- 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 or others 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:

- Manual records are kept in a locked filing cabinet
- PC with password protection
- Laptops and ipads with password protection
- All electronic files are backed up to cloud storage via Google Drive

## How long do we retain your data?

We will retain personal data as stated in the Data Retention policy.



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, Provider Records and Data Retention policies).

## **Automated decision-making**

We do not make any decisions about your child based solely on automated decision-making.

## **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 policy 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/](http://ico.org.uk/)

## **Changes to this Policy**

We keep this policy under regular review and you will be notified of any changes where appropriate.

**This policy was adopted at a staff meeting of Orpington Montessori Preschool in November 2018.**

**On behalf of Orpington Montessori – Cima Shahroudi**

**Role – Group Manager**

**Date of Review: October/November 2019 or earlier if required.**