



PRIVACY NOTICE

Business Details

Churchwood Forest School
38 Knighton Road, Wembury, Devon, PL9 0EB
Ofsted URN: 2525174

Data Protection Officers:

Emma Draper (Director)

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If you have any queries about data protection at Churchwood Kindergarten, please contact us using the details above.

The dedicated ICO (Information Commissioner's Office) GDPR helpline for any queries regarding breaches of data is 0303 123 1113.

Statement

In line with the Data Protection Act 2018 and GDPR guidelines as of May 2018, Churchwood Kindergarten is committed to protecting your data. Under data protection law, individuals have a right to be informed about how Churchwood Kindergarten uses any personal data that we 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 what personal data we collect, why we collect it, how we use it, the control you have over your personal data, and the procedures we have in place to protect it.

We ask that you read this privacy notice carefully. We may be required to change it from time to time, so we also ask that you check our website occasionally to make sure you are aware of the latest version.

Churchwood Kindergarten is the "data controller" for the purposes of data protection law and will be referred to as 'we', 'us' or 'our' throughout this privacy notice.

What is personal data?

Personal data, or personal information, is defined as any information that relates to an identified or identifiable natural person (the 'data subject'). Different pieces of information which, when collected together, can lead to the direct or indirect identification of a particular person also constitutes personal data/information.

The personal data we hold

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs.

Personal data that we may collect, use, store and share about your child includes, but is not restricted to:

- Your child's name(s), date of birth, gender, address, and spoken language(s).
- Health and medical records.
- Developmental, behavioural or special educational needs information.
- Details about who has parental or legal responsibility for your child, and any court orders pertaining to your child.
- Where applicable, we will obtain details of your child's social worker, child protection plans from social care and health care plans from health care professionals and other health agencies.

Personal data that we may collect, use, store and share about you includes, but is not restricted to:

- Your name(s), home and work address, email address, phone numbers, emergency contact details and family details.

We also collect information to verify your eligibility for funded early years education, where applicable. If you apply for government funded early years education or childcare vouchers, we will also collect:

- Your National Insurance number or Unique Taxpayer Reference (UTR) number (if you're self-employed).
- We may also collect information regarding any benefits and family credits you are in receipt of.

Please note that if this information is not provided, then we cannot claim funding for your child.

We also process financial information when you pay your fees by chip and pin, BACS transfer, or direct debit.

Other personal data that we may collect, use, store and share includes but is not restricted to:

- Ethnic background of your child
 - This is collected by the local council as part of the process to obtain Early Years Education Funding for your child.
 - This is also used when Churchwood Kindergarten applies for grants and funding from government bodies.
- Results of internal assessments.
- Pupil and curricular records.
- Exclusion information.
- Attendance information.
- Safeguarding information.
- Photographs.
- We may also hold data about individuals that we have received from other organisations, including other pre-schools and local authorities.

Collecting this data

We may collect this information in a variety of ways. For example, data will be collected from you directly in the enquiry and registration forms, from identity documents, from correspondence with you, or from health and other professionals or organisations. You may also provide us with information voluntarily, for example, when you let us know about a change in personal circumstances.

While the majority of information we collect about individuals is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we will make it clear whether providing it is mandatory or voluntary. If it is mandatory, we will explain the possible consequences of not complying.

Why we collect this personal data

We use personal data about you and your child to provide early childhood education services and fulfil the contractual arrangement you have entered in to. This includes using your data to:

- Support your child's well-being, learning and development.
- Manage any special educational, health or medical needs of your child whilst at our setting.
- Carry out regular assessments of your child's progress and to identify any areas of concern.
- Maintain contact with you about your child's progress and respond to any questions you may have.
- Contact you in case of an emergency.
- Process your funding claim through the childcare voucher scheme (only where applicable).
- Process your claim for up to 30 hours funded early years education (only where applicable).
- Keep you updated with information about our service and any information which forms part of your contract with us.
- Notify you of any service changes or updates.
- Manage our waiting lists and admissions processes.

With your consent, we would also like to:

- Collect your child's ethnicity and religion data for monitoring purposes, and to enable us to offer your child learning experiences linked to their own belief systems or ethnic background.
- Record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw this consent at any time, by confirming in writing.
- Transfer your child's records to the receiving early years setting, should they leave Churchwood Kindergarten.
- Discuss your child's learning and development with another early years setting, where they attend more than one provision.
- Transfer your child's records to the receiving school when they transfer.

We have a legal obligation to process safeguarding related data about your child, should we have concerns about their welfare.

Our legal basis for handling your data

We only collect and use personal data when the law allows us to.

Most commonly, we process it where:

- We need to comply with a legal obligation.
- We need it to perform an official task in the public interest.

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

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

Who we share your data with

As a registered early years provider delivering early years education services, we will also share data about you and/or your child with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service.
- Banking services to process chip and pin, BACS, and/or direct debit payments (as applicable).
- The Local Authority (where you claim up to 30 hours funded early years education, or use your childcare vouchers, as applicable).
- The government's eligibility checker (if applicable).
- Our insurance underwriter (if applicable).
- Our setting software management providers (if applicable).
- The child's family and representatives (for example, pupil progress, incident logs).
- Other early years providers (ie: where the child attends more than one setting, or where the child has left Churchwood Kindergarten and moved to another setting).
- External agencies and other professionals who provide support and advice around children's learning and development.
- Emergency service personnel (in the case of an emergency).

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 medical services, social services, or the police.
- If it is necessary to protect our, or others', rights, property, or safety.
- If we transfer the management of the setting or take over any other organisation (or part of one), in which case we may disclose your personal data to the prospective seller or buyer so they may continue the service in the same way.
- The school that your child will be attending when they transfer (if applicable).

In line with our Information Sharing Policy, we are obliged to share confidential information WITHOUT authorisation from the person who provided it (or to whom it relates) if it is in the public interest to do so. Such situations may include, but are not limited to:

- When it is to prevent a crime from being committed or to intervene when one may have been.
- To prevent harm to a child or an adult.

- When not sharing the information could be worse than the outcome of sharing it.
- Where there is evidence that the child is suffering, or at risk of suffering, significant harm.
- To prevent significant harm arising to children or adults, including the prevention, detection and prosecution of serious crime.

We will never share your data with any other organisation to use for their own purposes.

How we store and protect your data

We take the security of your personal data seriously. We have internal policies and strict procedures in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and to prevent unauthorised access.

All data you provide to us is stored on secure computers or servers located within the UK or European Economic Area. We also store physical copies of data in secure filing cabinets.

Where we engage third parties to process personal data on our behalf, they are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. Our third party data processors will also store your data on secure servers which may be situated inside or outside the European Economic Area. They may also store data in paper files.

Our 'Register of Systems' outlines the systems we use and contains links to their individual Privacy Notices. This can be found on our website at

www.churchwoodforestschoo.com/kindergarten/policies-procedures/

How long do we retain your data?

We retain your data in line with our Data Retention Procedures and Data Protection Policy. A summary is below:

- You and your child's data, including registers, are retained for three years after your child no longer uses the setting, or until our next Ofsted inspection after your child leaves the setting.
- Medication records and accident records are kept for longer, according to legal requirements.
- Learning journals are maintained by the setting and available at your request when your child leaves. Records are kept and archived in line with our Data Retention Procedures.
- In some instances (child protection, or other support service referrals), we may need to keep your data for longer if it is needed to comply with legal requirements. We will only keep your data for as long as is necessary to fulfil the purposes it was collected for, and in line with data protection laws.

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

Under data protection legislation, you have the right to:

- Request to access, amend or correct the personal data we hold about you or your child.
- Request a copy of all the personal information we hold about you or your child. There are some exceptions to this request, such as information which is confidential to Churchwood Kindergarten.
- Request that we delete or stop processing your or your child's personal data, for example where the data is no longer needed for the purposes of processing or where you wish to withdraw consent.
- Request that we transfer your and your child's personal data to another person.

Any data access requests should be made in writing to the Data Protection Officers.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress.
- Prevent processing for the purpose of direct marketing.
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person).
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.
- A right to seek redress, either through the Information Commissioner's Office or through the courts.

If you wish to exercise any of these rights at any time, or if you have any questions, comments or concerns about any aspects of this privacy notice or how we handle your data, please contact the Data Protection Officers.

If you continue to have concerns about the way your data is handled, or you remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner's Office (ICO) at <http://ico.org.uk/concerns>

Changes to this notice

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

Monitoring and Review

This privacy notice is monitored by the staff and management of Churchwood Kindergarten and will be reviewed annually, or before if necessary.

Date created: 29th March 2019

Created by: Caroline Bennetts

Reviewed: 4th September 2022

Reviewed: 26th October 2023

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