



The Garden, Barkestone Lane, Bottesford, Nottingham NG13 0AL

Privacy Notice for Parents

Bottesford Pre-School is registered with the Information Commissioner's Office (ICO) and we collect, store and share information in accordance with the General Data Protection Regulation (GDPR) 2018 and the Childcare Act 2006.

The information we collect, share and hold includes:

- Personal information on your family and your child (such as name, D.O.B., address, telephone numbers and email, National Insurance number)
- Your child's ethnicity and home language
- Medical information relating to your child
- Attendance information for your child
- Assessment information for your child
- Special Educational Needs and Disability (SEND) information.

We collect and use this information to enable us to:

- Provide appropriate care for your child
- Support your child's learning and development
- Monitor and report on your child's progress
- Comply with legal requirements (EYFS Statutory Framework 2017)

The lawful bases on which we use this information are: legal obligation, legitimate interests, consent and contract.

You may withdraw your consent at any time.

We share some information with:

- Our local authority, Leicestershire County Council (LCC)
- Department of Education (DofE)
- Ofsted
- Local primary schools
- Professionals such as Health Visitors, Speech and Language Therapists.

We do not share information without your consent unless we are legally required to do so.

Where we share information with third parties we check they comply with the GDPR.

Storage/Disposal

- Paperwork is stored securely on our premises with confidential information kept in locked filing cabinets.
- Digital information is stored on password protected laptops and in cloud storage (Tapestry).
- We do not keep any information for longer than we need to and paperwork is shredded and digital information deleted. Where we are required to keep some paperwork for a period after your child has left Pre-School, the information is archived and stored securely on our premises.

Data Breach

If we suspect that information has been lost, destroyed, corrupted or disclosed we will investigate and make a record of the breach. If appropriate, we will inform the relevant parties immediately and report the breach to the ICO within 72 hours.

Right of access

You have the right to access the information we hold on you and your child at any time. Requests should be made in writing to the manager and we will provide this information without delay, and within one month of your request.

You also have the right to:

- object to the 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
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the GDPR.

Concerns

If you have a concern about the way we are collecting or using your personal data, please raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at www.ico.org.uk.

Further information

If you would like to discuss anything in this Privacy Notice, please contact a manager on 01949 844489 or email lucinda@bottesfordpreschool.org.uk.