**General Data Protection Regulation Policy (GDPR)**

We take your and your child’s privacy seriously and are committed to ensuring that your personal data is protected in accordance with data protection law and used in line with your expectations. We are legally required to let you know how we protect your data. When we refer to “Pre-school” or “we” we mean Martlesham Pre-school. In your registration pack you will be required to complete a GDPR Consent Form.

**Overview**The General Data Protection Regulation (GDPR) is designed to protect the privacy of individuals. It requires that any personal information about an individual is processed securely and confidentially. This includes both staff, volunteers, students and children. How the Pre-school obtains, shares and uses information is critical, as personal data is sensitive and private. Everyone, adults and children alike, has the right to know how the information about them is used. The General Data Protection Regulations require the Pre-school to strike the right balance in processing personal information so that an individual’s privacy is protected. Applying the principles to all information held by the Pre-school will typically achieve this balance and help to comply with the legislation.

Below we will explain what data we collect and why, how we use it and the control you have over your data, and how we protect your data.

To comply with the act, the pre-school must observe the eight ‘General Data Protection Regulation principles’, ensuring that:

* Personal data shall be processed fairly and lawfully
* Personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.
* Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
* Personal data shall be accurate and, where necessary, kept up to date.
* Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
* Personal data shall be processed in accordance with the rights of data subjects under this Act.
* Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
* Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

In practice, it means that the pre-school must:

* have legitimate grounds for collecting and using the personal data;
* not use the data in ways that have unjustified adverse effects on the individuals concerned;
* be transparent about how they intend to use the data, and give individuals appropriate privacy notices when collecting their personal data;
* handle people’s personal data only in ways they would reasonably expect; and
* make sure they do not do anything unlawful with the data

Personal data is information that relates to an identifiable living individual that is processed as data. Processing amounts to collecting, using, disclosing, retaining or disposing of information. The General Data Protection Regulation principles apply to all information held electronically or in structured paper files.

The principles also extend to educational records – the names of staff and children, dates of birth, addresses, national insurance numbers, medical information, SEN assessments and staff development reviews.

Sensitive personal data is information that relates to

* race and ethnicity,
* political opinions,
* religious beliefs,
* membership of trade unions,
* physical and mental health,
* sexuality
* criminal offences

Sensitive personal data is given greater legal protection as individuals would expect certain information to be treated as private or confidential – for example, the Pre-school manager may have a pre-school e-mail account that is made publicly available on the school’s website whereas their home e-mail account is private and confidential and should only be available to those to whom consent had been granted.

It is important to differentiate between personal information that individuals would expect to be treated as private or confidential (whether or not legally classified as sensitive personal data) and personal information you can make freely available. For example: the Pre-school manager’s identity is personal information but everyone would expect it to be publicly available. However, the Pre-school manager’s home phone numbers would usually be regarded as private information.

**What Data We Collect**We collect personal data about you and your child (ie, Names, addresses, dates of birth, phone numbers, emails, a copy of your child’s birth certificate/passport and national insurance number later to claim your child’s funded sessions, to keep your child’s “All About Me” form, and to register you with Preschool.

**Why We Collect Your Data**We use your and your child’s data:

* To maintain relevant contact details
* To verify your child’s ID and date of birth, and who has legal parental responsibility, with their birth certificate
* To maintain emergency/alternative contact details of those authorised to collect your child
* To support other languages spoken at home
* To celebrate any festivals that you would like us to acknowledge
* To determine your child’s medical information, and how to support any medical conditions or allergies, and your doctor’s details in case of emergency
* To determine your child’s dietary requirements and to ensure these are followed at snack and meal times
* To support the work of any health professionals working with your child
* To administer sun cream as per your request
* To create your child’s online Tapestry profile and for their learning journey
* To use your email address to register you with the Tapestry app, to keep you up to date with what is happening at Preschool, fundraising events, newsletters etc
* To invoice you as appropriate, if not accessing funded sessions, for sessions taken
* To receive remittance advices from voucher companies if you pay by voucher scheme, which indicates your/your child’s name
* To help you complete your funding form termly, if you are eligible for funded sessions, and send the details on this to Suffolk County Council in order that we are paid for all funded sessions

**Who We Share Your Data With**We share your data, having received your signed consent, with:

* Tapestry, our online nursery management system – We use this for storing your child’s details, involving us observing your child to gauge their level of achievement and then shape learning experiences for them. Allowing you to view observations and photos of your child at Preschool.
* Suffolk County Council – if your child is eligible for funded sessions you are required to complete a termly funding form, which includes names, address, date of birth, your national insurance number, your ethnicity and main language, plus the sessions your child attends. This information is transferred to Suffolk County Council’s secure Funding Portal, by our administrator only, who then verify the information and then pay Preschool accordingly.
* If you are eligible for 30 hours funded childcare then you will be required to obtain your code from [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) and then sign a consent form with the code, child’s name, date of birth, your national insurance number. This will then be verified on the SCC secure Funding Portal.

We will also share your data if:

* We are legally required to do so, eg. By a law enforcement agency or court.
* We have safeguarding concerns and, are guided by the Local Safeguarding Children Board, Police or Social Services.

**How Do We Protect Your Data?**We take data security seriously. We have policies and procedures in place to try to ensure your data is not lost, accidentally destroyed, misused or disclosed to unauthorised people. We only pass your data to a third party who complies with data protection laws, uses the information for the purpose for which it was supplied, complies with confidentiality duties, and who implements appropriate measures to ensure security of your data.

**Where Do We Store Your Data?**We store paper files in locked filing cabinets in the office and on password encrypted laptops accessible only to staff who need access to these files.

**How Long Do We Store Your Data?**We retain your/your child’s records as recommended/required by the Early years Alliance.

**Your Rights Regarding Your Data**As a data subject you have rights. You can request to access, correct or amend your/your child’s data. You can request that we delete or stop processing your data, eg when the data is no longer necessary for processing.

**Information and IT Equipment Acceptable Usage**Acceptable Usage covers the security and use of all our Pre-school information and IT equipment. It also includes the use of email, internet, voice and mobile IT equipment. This applies to all Pre-school employees, contractors and agents (hereafter referred to as ‘individuals’).

This applies to all information, in whatever form, relating to the Pre-School business activities, and to all information handled by the Pre-School relating to other organisations with whom it deals. It also covers all IT and information communications facilities operated by the Pre-school or on its behalf.

*This policy is reviewed annually by Martlesham Preschool Committee*