



**The Grange Pre-School**  
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Charity Number: 1000774

## **PRIVACY NOTICE FOR PARENTS**

The Grange Pre-school have implemented this Privacy Notice to comply with General Data Protection Regulation (GDPR) dated 25 May 2018, designed to give individuals greater control over how their personal data is used, stored and protected.

We collect, store and process personal information about you, your child and emergency contacts to provide the necessary care and learning relevant to meet your child's individual needs. We comply with GDPR and your data privacy and security are very important to us. The requested data is collected using our Personal Details Form.

This Privacy Notice will explain: what personal data we collect and process; why we collect the data; how we use the data and how we protect the data and who the data is shared with.

### **GDPR Principles**

The Grange Pre-school complies with GDPR which means that the personal data we hold for you, your child and any emergency contacts must be:

1. Used lawfully, fairly and with transparency
2. Collected only for valid purposes
3. Relevant to the purposes of processing
4. Accurate and up-to-date
5. Retained only as long as is necessary in accordance with legal obligations
6. Kept securely and confidentially.

### **Data Collection and the Lawful Basis for handling your data**

We collect personal data about you, your child and emergency contacts to comply with our legal requirements with Ofsted and the Statutory Framework of the Early Years Foundation Stage (EYFS) 2018.

Data collected is used to:

- Make contact in case of emergencies

- Support your child's wellbeing and development
- Manage any special educational needs and disabilities, health concerns or medical needs
- Assess your child's progress and identify any specific areas of concern
- To record, observe and assess your child in their learning journeys on IConnect
- Share your child's progress with you on a regular basis
- To verify your eligibility to access Universal Funding and Extended Entitlement Funding
- To inform and update you with relevant issues within pre-school.

## **What Data We Collect and Process**

Personal data is collect for all children, their parents or guardians and any emergency contacts with permission to collect the child. These details include:

- Parents Name
- Parents Date of birth
- Parents National Insurance Number
- Child's name
- Child's date of birth
- Child's gender
- Parents home address
- Parents work address
- Child's home address
- Emergency contact home address
- Parents Telephone number
- Emergency contact telephone number
- Parents Email address
- Child's home language
- Child's health, medical, dietary, cultural and religious needs or preferences
- Child's immunisation history
- Concerns regarding any special educational needs or disabilities
- Other professionals involved with the child, i.e. speech and language, Portage worker etc.
- Additional settings or child minders attended
- Who has parental responsibility for the child
- Any court orders pertaining to the child or legal access arrangements.

It is important that the data we hold is accurate and current. Please inform us if your details change whilst attending pre-school.

## **Who Data is Shared With**

We have a legal obligation to process safeguarding related data about your child should we have concerns regarding their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that they will be attending.

To allow us to provide our service we will share your data as required with the following:

- Reading Borough Council - to claim funding
- Ofsted - as requested
- Charity Commission - as requested
- The Primary School or additional setting the child may be attending
- Other professionals, i.e. Speech and Language, Portage
- IConnect - Nursery Management Programme
- QuickBooks - Finance Accounting System

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

### **Data Retention**

We have a legal obligation to retain certain data, including accident and medication reports for up to 21 years. General data is retained for one year after the child has left the setting. Learning journeys are given out during the final school term.

### **Automated Decision Making**

We do not make any decisions about children based solely on automated decision making.

### **Data Protection**

We take the security of your data very seriously. We have policies and procedures in place to protect against unauthorised access to your data and to prevent it from being lost, accidentally destroyed, misused or disclosed.

Data is stored in a fire proof, lockable cabinet within the pre-school. Our computers are operated using secure email files and are password protected.

Our operating systems, IConnect and QuickBooks are regulated and maintained by secure providers.

### **Your Rights with respect to Your Data**

Under GDPR you have the right to:

- Request access, amend or correct any personal data
- Request that we delete or stop processing any personal data, for example where the data is no longer necessary for the purposes of processing
- Request that we transfer the data to another person
- Complain to the Information Commissioner's Office (ICO).

On behalf of Grange Pre School, Angela Oakey is known in the regulations as the Data Controller and is the person responsible for making sure your personal data is processed properly and for what purpose. If you wish to exercise any of the above rights in respect to your data, please contact the Data Controller.