



Goring Methodist Pre-School collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including the United Kingdom) and we are responsible as ‘controller’ of that personal information for the purposes of those laws. This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

### The categories of parent/carer information that we collect, hold and share include:

- Personal information (such as name, date of birth, gender, home address and postcode)
- Special category characteristics (such as special educational needs (SEN) information, ethnicity, relevant medical information)
- Parents/Carers Information (such as name, email address, date of birth, National Insurance or National Asylum Support Service Number)
- Financial eligibility information (such as ‘2 year funding’ and ‘30 hour’ codes)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Photographs and videos Images of staff and pupils may be captured at appropriate times and as part of educational activities for use in Pre-School only. Unless prior consent from parents/carers/staff has been given, the Pre-School shall not utilise such images for publication or communication to external sources. It is the Pre-School’s policy that external parties (including parents) may not capture images of staff or pupils during such activities without prior consent.
- Social Media (E.G. Facebook) is used to keep you informed about the current Pre-School activities and will never show identifiable images of children (See our ‘Social Media Policy’ for more details)

### Why we collect and use the information

- to support child learning
- to monitor and report on child progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

### Who we share child information with:

- schools that the children attend after leaving us
- our local authority
- the Department for Education (DfE)

## Why we share information

We do not share information about our children without consent unless the law requires us to do so.

We share children's data with the Department of Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

## Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the early years census) go to <https://www.gov.uk/childcare-parenting/data-collection-for-early-years-and-childcare>.

To contact DfE: <https://www.gov.uk/contact-dfe>

## Data retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Digital images of children used for day to day operational and reporting purposes will be deleted from the computer system at the end of the school year they leave Pre-School, printed images will be destroyed. The exceptions to this is the 'Learning Journal' which is passed on to the parents/carers or the next school a child moves to and the 'Events Book'.

## Requesting access to your personal data

Under data protection legislation, parents/carers have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Pre-School Supervisor.

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 purposes of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, or destroyed; and
- claim compensation for damage caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>