



## **General Data Protection Regulations Privacy Notice** **Little Angels Pre-School**

### **Who processes your information?**

The pre-school is the data controller of the personal information you provide to us. This means the pre-school determines the purposes for which, and the manner in which, any personal data relating to children and their families is to be processed.

### **Why do we collect and use your information?**

The pre-school holds the legal right to collect and use personal data relating to children and their families and we may also receive information regarding them from their previous nursery and/or the Local Authority.

We collect and use personal data in order to meet legal requirements and public interest set out in the GDPR and applicable domestic law, including those in relation to the following:

- Article 6 and Article 9 of the General Data Protection Regulations
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of children and their families is collected and used for the following reasons:

- To support children's learning
- To monitor and report on children's progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard children

### **Which data is collected?**

The categories of children's information that the pre-school collects, holds and shares include the following:

- Personal information
  - e.g. names, children's/parents numbers and addresses
- Characteristics
  - e.g. ethnicity, language, nationality and country of birth
- Attendance information
  - e.g. number of absences and absence reasons
- Assessment information

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- e.g. Early Years assessment results
- Relevant medical information
- Information relating to SEND
- Sibling information
- Behavioural information
  - e.g. number of temporary exclusions
- Photographs for identification purposes

Whilst the majority of the personal data you provide to the pre-school is a legal requirement or public task requirement, some is provided on a voluntary basis. When collecting data, the pre-school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the pre-school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used, e.g. photographs for marketing purposes. Parents who are providing consent on behalf of their children must hold parental responsibility.

### **Who can access this data?**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

The categories of people within the pre-school who can access this data will depend on which data they are authorised to access. Members of pre-school staff are limited to only the information they require to perform their duties. Access to electronic data will be password protected and hard copy files processing personal data will be securely stored for authorised use.

### **How long is your data stored for?**

Personal data relating to children's, their families and employees at the pre-school is stored in line with the pre-school's Data Protection Policy and sound record retention and archiving procedures.

In accordance with the General Data Protection Regulations, the pre-school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### **Will my information be shared?**

The pre-school will not share your personal information with any third parties without your consent, unless the law allows us to do so. The pre-school routinely shares children's information due to a legal obligation with:

- Children's destinations upon leaving the pre-school
- The Local Authority
- The National Health Service

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•Ofsted will infrequently require short term access to personal information from children to generate regulatory reports.

## **What are your rights?**

This section applies to parents/guardians who hold parental responsibility and children have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about how the pre-school uses your personal data.
- Request access to the personal data that the pre-school holds.
- Request that your personal data is amended if it is inaccurate or incomplete.  
If you believe that any information we are holding is incorrect or incomplete, please contact us and we will promptly correct your personal information found to be incorrect.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted in certain circumstances.
- Object to your personal data being processed in certain circumstances.
- Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way the pre-school is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

## **What data is collected on this site?**

### **Cookies Policy**

The pre-school is committed to providing you with the best online experience while visiting our website(s). As part of this process, we use standard third party cookies to collect data about your behaviour online while you are on our sites, and we also track information about the number of times our site is visited and the number of people who return to our site. We track all information as a whole and therefore we do not collect any personal information about you as an individual.

Cookies are not computer programs and cannot contain viruses. For more information on how they work please follow this link:

<https://www.cookie-law.org/the-cookie-law/>

Our site does not use any invasive cookies to collect your personal information. We use industry standard third party cookies to track your behaviour online and gain statistical information in the following ways:

- We track the number of visits to our website, where each visitor came from (i.e. the site visited prior to coming to our sites) and where each visitor goes to from our site (the next site visited after ours).

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- We store cookies on your PC for no longer than 6 months.
- If you share your computer, we advise that you select the 'Don't remember my details' option when you sign out of your account for your own account security. This will remove all details from the cookie. When you visit our site, you can refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our site.

Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site.

### **Where can you find out more information?**

If you would like to find out more information about how we use and store your personal data please request our Data Protection Policy. Please also see websites listed below:

Google Analytics

<http://www.aboutcookies.org/>

<http://www.allaboutcookies.org/>

See how Google uses cookies and why

ICO Concerns: <https://ico.org.uk/concerns/>

### **Changes to our privacy policy**

We keep our privacy policy under review and we will place any updates on this webpage. This privacy notice was last updated in November 2020.