

Springfield Bees Privacy Notice

Springfield Bees Pre-School are committed to protecting your information and privacy. We are a data controller purposes of the [General Data Protection Regulation](#). The Privacy Notice below explains how we use information about you and your child and how we protect your privacy.

Why do we need your personal information?

We will request to collect some personal information from you in order to:

- Support your child's teaching and learning
- Monitor and report on your child's progress
- Provide appropriate care and to ensure your child's safety
- Access local authority funding for your child's education
- Access HMRC for additional funding
- Assess how well we are doing.

How the law allows us to use your personal information

There are a number of legal reasons why we need to collect and use your personal information.

- you have given consent
- you have entered into a contract with us
- it is necessary to perform our statutory duties
- it is necessary to protect someone in an emergency
- it is required by law
- it is necessary for employment purposes
- it is necessary to deliver health or social care services
- you have made your information publicly available
- it is necessary for legal cases
- it is to the benefit of society as a whole
- it is necessary to protect public health
- it is necessary for archiving, research, or statistical purposes

If we have your consent to use your personal information, you have the right to remove it at anytime. If you wish to remove your consent, please see Rachel Lane.

Information that we hold about you and your child may include:

- name
- address
- date of birth
- contact details
- gender
- family composition
- national insurance
- details of emergency contacts
- early years foundation stage assessments, observations and relevant photographic evidence

- attendance information
- personal characteristics (such as child's first language and religion)
- any special educational needs and copies of communications between the setting, relevant professionals and the parent/carer
- other agencies involved with the family
- other settings the child has attended or still attends
- relevant medical information.
- signed parent contract
- welfare & protection concerns
- records of meetings and discussions
- copies of correspondence between the pre-school and the parent/carer
- your current prior consent preferences (located on back page of parent contract)

To assist your child's development it may be relevant to share information with other professionals or settings: we will not share your personal information to anyone without your consent, unless the law and our policies allow us to.

We may share your information when we feel there is a more important reason than protecting your privacy:

- in order to find and stop crime and fraud; or
- if there are serious risks to the public, our staff or to other professionals;
- to protect a child.

We are required by law to pass some information to our Local Authority and the Department for Education for them to be able to fulfil their statutory duty (please see additional ECC Privacy notice).

More information is available online from:

- <https://www.essex.gov.uk/privacy-notice/Pages/Default.aspx>
- [Department for Education website: Data Use](#)

If you cannot access these websites, please contact the Local Authority or Department for Education as follows:

- Data Protection Officer at ECC
email: DPO@essex.gov.uk
telephone: [03457430430](tel:03457430430)
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

telephone: [0370 000 2288](tel:03700002288)

How do we protect your information?

We'll do what we can to make sure we hold records about you (on paper and electronically) in a secure way. Our security include:

- Encryption, meaning that information is hidden so that it cannot be read without special knowledge (such as a password).
- Password protecting all laptops.
- Using initial's only when communicating about a child so they cannot be identified.
- All paper records and devices are kept in lockable filing cabinets.
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it
- Training for our staff allows us to make them aware of how to handle information and how and when to report if something goes wrong.

How long do we keep your personal information?

We will not keep your personal information longer than we are legally required to do so. (see our Children's Records Policy)

What you can do with your information

Ask for access to the information we hold

If you want to receive a copy of all the information about you that we hold or share, please make a written request to Rachel Lane. This will be fulfilled no later than one month from the request.

Ask to change information you think is inaccurate

Let us know if you disagree with something written on your child's file. We will correct factual inaccuracies, but maybe unable to change records you disagree with. If this is the case, we can note on the file where you feel the data is inaccurate.

Ask to delete information (the right to be forgotten)

In some circumstances you can ask for your personal information to be deleted, e.g:

- Where your personal information is no longer needed for the reason why it was collected in the first place
- Where you have removed your consent for us to use your information (where there is no other legal reason us to use it)
- Where there is no legal reason for the use of your information
- Where deleting the information is a legal required

Where your personal information has been shared with others, we'll do what we can to make sure those using your personal information comply with your request for erasure.

Please note that we can't delete your information where:

- we're required to have it by law
- it is used for freedom of expression
- it is for public health purposes
- it is for, scientific or historical research, or statistical purposes where it would make information unusable

- it is necessary for legal claims

You can ask to limit what we use your personal data for

You have the right to ask us to restrict what we use your personal information for where:

- you have identified inaccurate information, and have told us of it
- where we have no legal reason to use that information but you want us to restrict what we use it for rather than erase the information altogether

Where possible we'll seek to comply with your request, but we may need to hold or use information because we are required to by law.

Where can I get advice?

For independent advice about data protection, privacy and data sharing issues or to make a complaint, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office
Wycliff House
Water Lane
Wimslow
Cheshire SK9 5AF
Tel: 0303 123 1113