



St Matthews Pre-School Group

Privacy Notice

September 2021

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

| Date | Task | Name | Position |
|---------------|----------------|---------------|--------------------|
| November 2021 | Notice Created | Alison Lockie | Pre-School Manager |
| August 2023 | Notice Updated | Louise Moye | Pre-School Manager |
| August 2024 | Notice Updated | Louise Moye | Pre-School Manager |



NOT 002 Privacy Notice

St Matthews Pre-School Group
Church Hall
Stretton Road
Stretton
Warrington
WA4 4NT

The Data Protection Officer is the Pre-School Manager

Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it, the control you have over your personal data and the procedures we have in place to protect it.

When we refer to “we”, “us” or “our”, we mean St Matthew’s Pre School.

What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child’s individual needs. We also collect information in order to verify your eligibility for funded childcare as applicable.

Personal details that we collect about your child include:

- your child’s name, date of birth, address, contact numbers, ethnic origin, religion, first language, health and medical needs, development needs, and any special educational needs.

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- your name, home and work address, phone numbers, email address, emergency contact details, and family details (including names of any siblings).



This information will be collected from you in the EY Works Admission Form.

See also, EY Works Privacy Policy www.ey-works.co.uk/privacy-policy/

We will, only with your consent, collect your national Insurance number or unique taxpayer reference (UTR) where necessary if you are self-employed and where you apply for up to 30 hours free childcare and early education. We also collect information regarding benefits and family credits. Please note that if this information is not provided, then we cannot claim funding for your child.

We also process financial information when you pay your childcare and early education fees by chip and pin or direct debit. We may collect other data from you when you voluntarily contact us.

Where applicable we will obtain details of your child's social worker, child protection plans from social care, and health care plans from health professionals and other health agencies.

We may collect this information in a variety of ways. For example, data will be collected from you directly in the registration form; from identity documents; from correspondence with you; or from health and other professionals.

Why we collect this information and the legal basis for handling your data

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain relevant contact about your child's wellbeing and development
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours funded childcare (only where applicable)
- to keep you updated about information which forms part of your contract with us
- to notify you of service, service changes or issues
- to send you our e-newsletter, if you have subscribed to it

With your consent, we will also record your child's activities for their individual learning record. This will include photographs and videos. We may wish to use images of your child for website, social media or marketing purposes. We will seek your permission before using any photographs or videos of your children. You will have the opportunity to withdraw your consent at any time for images taken, by confirming so in writing or on the EY Works system.



We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see Transfer of Records to School Policy). You can also unsubscribe from receiving our parent e-newsletter by notifying the setting.

Who we share your data with

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- banking services to process chip and pin and/or direct debit payments (as applicable)
- the Local Authority (where you claim up to 30 hours funded childcare as applicable, all Pre School children's progress is tracked and, when appropriate, information is required to refer a child with SEN)
- the government's eligibility checker (as above)
- the school that your child will be attending
- our insurance underwriter, where applicable

We will also share your data if:

- we are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children; for example, by sharing information with medical services, social services or the police;
- it is necessary to protect our/or others' rights, property or safety
- if we transfer the management of the setting out or take over any other organisation or part of it, in which case we may disclose your personal data to the prospective seller or buyer so that they may continue using it in the same way

Our EY Works Pre School management and communication software provider may be able to access your personal data when carrying out maintenance task and software updates on our behalf. However, we have a written agreement in place which place this company under a duty of confidentiality. See also, EY Works Privacy Policy www.ey-works.co.uk/privacy-policy/

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

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:



- Keeping it in a secure, locked cupboard.
- Any data held on our pre-school computer is double password protected.
- Using pins on the Pre-School phone and Pre-school iPad.
- Information shared with third parties (namely Warrington Borough Council) is sent securely following their (WBC) procedures via a secure data transfer portal.

How long do we retain your data?

We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and handed to you when your child leaves, online learning journeys will be made available to you from our EY management system for up to 60 days once your child has been made 'inactive'.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Information Sharing Policy).

Automated decision-making

We do not make any decisions about your child based only on automated decision-making.

Your rights with respect to your data

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing or where you wish to withdraw consent; and
- request that we transfer your, and your child's, personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice

We keep this notice under regular review. Any changes to this notice will be shared with you so that you may be aware of how we use your data at all times.



St Matthews Pre-School Group

Privacy Notice for Staff

NOT 003

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

| Date | Task | Name | Position |
|---------------|-----------------|---------------|--------------------|
| November 2021 | Notice Created | Alison Lockie | Pre-School Manager |
| August 2023 | Notice Reviewed | Louise Moya | Pre-School Manager |
| August 2024 | Notice Reviewed | Louise Moya | Pre-School Manager |



NOT 003 Privacy Notice for Staff

St Matthews Pre-School Group
Church Hall
Stretton Road
Stretton
Warrington
WA4 4NT

The Data Protection Officer is the Pre-School Manager

Introduction

We are committed to ensuring that any personal data we hold about you is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

Personal details that we collect about you include:

- your name, home address, phone numbers, email address, emergency contact / doctor's details, allergy details and family details (next of kin)
- your DBS number is held on file
- your qualification and training certificates

This information will be collected from you directly on the staff details page on EY Works and is updated annually. See also www.eyworks.co.uk/privacy-policy/

In order for us to process your monthly salary / pension contributions, we will also collect:

- your national insurance number
- your bank details

Why we collect this information and the legal basis for handling your data

We use personal data about you in order to fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact family / medical services in case of emergency
- to ensure you are suitable to carry out your role



- to process the monthly payroll (in conjunction with the payroll service provided by the Pre-School Learning Alliance PLA)
- to process your pension contributions

We have a legal obligation to process safeguarding related data about you, should we have concerns about your conduct.

Who we share your data with

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- banking services to process salary / expenses payments (as applicable)
- the PLA to process the monthly payroll
- the Pensions Regulator and NEST for all matters relating to your pension
- Ofsted in respect of safeguarding and suitability to work

We will also share your data if:

- we are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- to protect the children; for example, by sharing information with social care or the police;
- it is necessary to protect our/or others' rights, property or safety

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

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

- Keeping it on individual files within a metal locked file tin, in a secure, locked cupboard.
- Any data held on our pre-school computer is double password protected.
- The Pre-School Phone and iPad are pin protected.
- Information shared with third parties (namely PLA and banking services) is sent securely following their procedures and is double password protected.

How long do we retain your data?

We retain your personal data until you are no longer employed by pre-school. Accident and financial records are kept in line with legal retention requirements.

Your rights with respect to your data



You have the right to:

- request access, amend or correct your personal data
- request that we delete or stop processing your personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.