



## **WORSTEAD PARENT, BABY AND TODDLER GROUP'S PRIVACY NOTICE**

### **Introduction**

Personal data is protected on accordance with data protection laws and 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 Worstead Preschool Parent, Toddler & Baby Group.

### **What personal data we collect at Worstead Pre-School Parent, Toddler & Baby Group.**

We collect personal data about you and your child to provide care and learning tailored to meet your child’s individual needs. Personal details we obtain from you include your child’s: name, date of birth, address and health, development, allergies and any special educational needs information.

Personal data that we collect about you includes: your name, home address, phone number, email address and emergency contact details.

We collect this information from you directly in the registration form when you first attend our group.

### **Why we collect personal data and the legal basis for handling your data**

We use personal data about you and your child to provide an early education service for you.

- To support your child’s wellbeing and development.
- To effectively support any special educational needs, health or medical needs whilst you are at our group.
- To contact you in the case of an emergency.
- To enable us to respond to any questions you may ask.

If we wish to use any images of your child for training, publicity or marketing purposes we will seek your written consent for each image we wish to use. You are able to withdraw your consent at any time, for images being used of your child by confirming so in writing to the setting.

We have a legal obligation to process safeguarding related data about your child should we have any concerns about his/her welfare

*This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

## **Who we share your data with**

As a registered early years provider, to deliver an early education service, it is necessary to share data with

- Ofsted, if there were a complaint about the early education service or during an inspection.
- Our insurance underwriter, if applicable.
- If we were legally required to do so, for example, by a law enforcement agency, courts.
- To protect your child and other children; for example, by sharing information with medical services, social services or the police.
- If it is necessary to protect our rights, property, or safety or to protect the rights, property, or safety of others.
- If we transfer the management of the provision or take over other organisations, in which case we may disclose your personal data to the prospective buyer so that they may continue using it in the same way to provide a service for you.
- We will never share your data with any organisation to use for their own purposes.

## **How do we protect your data?**

We take the security of your personal data seriously. We have internal policies and strict control in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed and to prevent unauthorised access.

## **Where do we store your data?**

We store paper records in a locked filing cabinet in our office onsite.

## **How long do we retain your data?**

We retain your data in line with our retention policy:

- You and your child's data, including registers are retained 3 years after your child no longer uses the service.
- Medication records and accident records are kept for longer according to legal requirements.
- In some cases (child protection or support service referrals), we may need to keep your data for longer, only if it is necessary to comply with legal requirements. We will only keep your data for as long as it is necessary to fulfil the purposes it was collected for and in line with data protection laws.

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## Your rights with respect of your data

As a data subject, you have several rights. You can:

- Request to access, amend or correct personal data we hold about you or your child.
- Request that we destroy your personal data where data is no longer necessary or where you wish to withdraw consent.
- Request that we transfer your personal data to another person.

If you wish to exercise any of these rights at any time, please contact the manager at the setting by email, telephone or when you attend the setting.

## How to ask questions about this notice

If you have any questions, comments or concerns about any aspect of this notice or how we handle your data, please contact the manager at the setting.

## How to contact the Information Commissioner Office (ICO)

If the manager is unable to address your concerns, please contact our committee chair person or our setting.

If you are concerned about the way your data is handled and remain dissatisfied after raising your concern, 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 <https://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 always use your data.

Name:	Clare Gwilliam
Position:	Pre-school Manager
Signed	
Name:	Alicia Grix
Position	Committee Chair
Signed	
Date:	1 <sup>st</sup> September 2025
Date for Review:	31 <sup>st</sup> August 2026

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