



---

## Stondon Stompers Pre-school's Privacy Notice Parents/Carers

Stondon Stompers Pre-School, Village Hall, Hillside Road, Lower Stondon, SG16 6LQ.  
Contact 01462 817055 / 07775 233264. Email [stondonstompers@live.com](mailto:stondonstompers@live.com).  
Website [www.stondonstompers.co.uk](http://www.stondonstompers.co.uk).

### Introduction

Stondon Stompers 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 and how we protect it.

### 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 free childcare as applicable.

#### Our Waiting List

Personal details that we collect about your child to add them to our waiting list only include:

- your child's name, date of birth and address.

Personal details that we collect about you only include:

- your name, home address, phone numbers and email addresses.

#### Upon Registration

Personal details that we collect in addition to the above about your child upon registration include:

- personal characteristics such as ethnic group, special requests/requirements ie religious observance and clothing, health and medical needs, development needs, and where applicable any special educational needs or disabilities.
- Child's GP's name and contact numbers and health clinic/health visitor.
- Emergency contact names, contact numbers and family details.

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.

This information will be collected from you directly in the registration form.

---

Upon receipt of 3-4 year nursery education funding, to check if your child is eligible to receive the Early Years Pupil Premium (EYPP), we will also collect:

- your national insurance number or national asylum support service number and date of birth.

If you apply for up to 30 hours nursery education funding, we will also collect:

- your national insurance number or unique taxpayer reference (UTR), if you're self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

For the purposes of EYPP and 30 hours this information will be collected from you directly in the Local Authority's parent declaration form.

### **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 contact with you about your child's progress and respond to any questions you may have
- to ensure we receive appropriate nursery education funding from the local authority
- to check for eligibility and if you meet the criteria claim Early Years Pupil Premium
- to process your claim for up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

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 our Data Protection policy).

### **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 free childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our setting's online learning journal provider
- the school that your child will be attending

---

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 social care or the police;
- it is necessary to protect our or others rights, property or safety
- we transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

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:

All electronic devices, including laptops and external hard drives are encrypted and only accessible by authorised personnel.

All your personal data is held on the premises in a locked filing cabinet or a locked cupboard.

### **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, accident records are kept for longer according to legal requirements. Your child's electronic learning and development records are maintained by us and upon your child leaving Stompers you are supplied information to enable you to download a copy of this. Your child's record is then deleted. Should you remove your child from our waiting list, the information held at that time is destroyed.

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 Data Protection Policy).

### **Automated decision-making**

We do not make any decisions about your child based solely 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; 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 the Administration Manager or Pre-School Manager. 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/](http://ico.org.uk/).

### **Changes to this notice**

We keep this notice under regular review. Our current privacy notice is held on our website and noticeboard.