

## 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 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.

## 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
- Request that we transfer your/your child's personal data to another person

Full details of how we manage, use and store data can be found on our website under "Policies"

[www.withycomberaleighplaygroup.org](http://www.withycomberaleighplaygroup.org)

### Preschool Learning Alliance

As members of Preschool Learning Alliance we are able to access support and Legal advice to ensure we do our very best to keep updated with what we should be doing to protect ourselves and our customers.

### Contact Us

Data Controller

Withycombe Raleigh Preschool

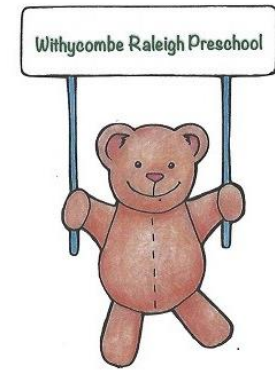
Parish Church Hall

Withycombe Village Road

Exmouth EX8 3AE

[withycomberaleighplaygroup@gmail.com](mailto:withycomberaleighplaygroup@gmail.com)

07890 784092



# Privacy Notice

Withycombe Raleigh Preschool 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



## 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 and/or pupil premium as applicable.

Personal details we collect about your child include:

- Your child's name, date of birth, address, health and medical needs, development needs, educational needs

Personal details we collect about you include:

- Your name, home and work address, phone numbers, emergency contact details, family details, NI number and email addresses

*"when you collect data you must tell people how you are going to use it"*

Information Commissioner's Office

## Who do we share your data with?

In order for us to deliver childcare services, we will share your data as required with the following:

- Ofsted – during an inspection or following a complaint about our service
- The Local Authority
- The government's eligibility checker (where you claim up to 30 hours free childcare)
- Our insurance underwriter
- At transition to your school or another setting

We also record your child's activities for their individual learning record. This will include photographs.

## We will also share 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 of your contract with us
- To protect your child or other children (for example, by sharing information with social care or the police)
- It is necessary to protect our 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 data by ensuring that data remains at preschool and is securely locked away when preschool is closed. An annual audit of data ensures the correct retention of data. Preschool electronic devices are password protected.