

# How we use your personal information

Child's name.....

## The General Data Protection Regulation – Please complete and return to Witchford Rackham Pre-School

This statement explains how **Witchford Rackham Pre-School** (“we” and “our”) handles and uses information we collect about you and your child (“you” and “your”). In broad terms, we use your information to allow your child to attend **Witchford Rackham Pre-School** and access the Early Years Foundation Stage.

The controllers for your personal information are Nicola Scarafile and Tracey Chapman: 83 Main Street, Witchford, Ely, CB6 2HQ.

The person responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the Pre-School Manager who can be contacted at: [managerwrps@gmail.com](mailto:managerwrps@gmail.com) or 01353 666782.

The legal basis for processing your personal information is that it is necessary in order for your child to attend **Witchford Rackham Pre-School** and to ensure that we meet the statutory requirements of the Early Years Foundation Stage. We will retain your information for the periods stated below unless or until you request us to do otherwise.

We collect and process your personal information for the following purposes:

### A. Your child attending Witchford Rackham Pre-School

*In order for your child to attend **Witchford Rackham Pre-School** we will hold your name, address, email address, phone number and other relevant contact details you provide to us, and will use this information to get in contact with you when necessary (for example when your child becomes ill when at **Witchford Rackham Pre-School**). This information is in paper form and will be stored in a locked filing cabinet.*

*Personal data is also used in **Witchford Rackham Pre-School's** registers. We have the child's full name and date of birth, emergency contact detail of parents, any allergies and each child's individual password. The register is only viewed by staff and is then stored away in a lockable box.*

*We retain all this information for 4 Years after you child leaves **Witchford Rackham Pre-School** and then this information will be shredded. Without your permission to retain this information your child cannot attend.*

**I do / do not give permission for Witchford Rackham Pre-School to retain this data (please delete as appropriate)**

Signed.....Name.....

Relationship to child.....

### B. Developmental records and special educational needs records to track children's development.

*To meet the statutory guidance for the Early Years Foundation Stage we will keep developmental records using a secure online system called Tapestry. Prior consent is gained from parents with an email address to activate the account. These are accessed by staff at **Witchford Rackham Pre-School** through a password protected link to tapestry. You can access these by computer using your chosen password. **Please see our Tapestry Policy 10.10 for***

**more information. This can be found on our website or in the purple policy folder at Witchford Rackham Pre-School.**

*Within the summer of your child attending school your child's journal will be attached as a password protected file via email for you to access as well as you having access to download it yourself from Tapestry. The Manager at **Witchford Rackham Pre-School** will give a time scale for this to occur within. Once this deadline has passed the Manager will then delete your child's journal from **Witchford Rackham Pre-School's** account.*

**I do / do not give permission for Witchford Rackham Pre-School to retain this data on Tapestry (please delete as appropriate)**

Signed.....Name.....

Relationship to child.....

*If your child has special education needs or disabilities any data collected on your child will also be shared with the county council in order for us to give your child the best learning experiences available (prior consent for this would have been gained). This information will be stored in paper form in a locked filing cabinet and also on a computer that is password protected and only accessed by Key person and the Setting SENDco.*

**I do / do not give permission for Witchford Rackham Pre-School to retain this data (please delete as appropriate)**

Signed.....Name.....

Relationship to child.....

**C. Safeguarding information to ensure the care and safety of every child attending *Witchford Rackham Pre-School***

*Any concerns that we have about any child (where we feel that a child may be at risk of harm) through neglect, emotional, sexual and physical abuse) will be recorded in paper form and kept in a locked filing cabinet. This information will be shared with the primary school that your child moves on to when they finish at **Witchford Rackham Pre-School**. If your child moves to another early years setting then this will also be shared with them. In some case we may need to share the concerns with Social Care at Cambridgeshire County Council. This information will be kept in paper form in a locked filing cabinet until your child reaches 25 when it will then be destroyed by shredding and deletion. Without your permission to record and retain this data your child cannot attend **Witchford Rackham Pre-School**.*

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Signed.....Name.....

Relationship to child.....

**D. Parent's National Insurance number**

*Cambridgeshire County Council requests that parents include their national insurance numbers on all funding forms to see if your child is entitled to Early Years Pupil Premium. This is a sum of money that can be used to buy resources specifically for your child to support their learning (please note that these resources remain the property of **Witchford Rackham Pre-School** when your child leaves). Your NI number will be uploaded to the County Council via*

a password protected online database and stored at **Witchford Rackham Pre-School** in paper form in a locked filing cabinet. We retain all this information for 7 years after your child leaves **Witchford Rackham Pre-School** and then this information will be shredded.

**Child's ID**

As part of the funding form we require to see your child's birth certificate or NHS card. If you have provided **Witchford Rackham Pre-School** with a copy of this we will attach this to the child's funding forms and it will be stored and retained the same as above.

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Signed.....Name.....

Relationship to child.....

**E. Photos**

At **Witchford Rackham Pre-School** we take a photo on the child's taster session or at our change over afternoon. Your child's photo is used for: birthday board, self-registration board, key working board and for turn taking on the Pre-School tablets. This image is also uploaded onto your child's Tapestry learning journal to identify them. All photos are stored on the Manager's computer for the time your child is in attendance at **Witchford Rackham Pre-School**, however once your child has left they are deleted appropriately and correctly from the computer. The photos which are displayed within the setting and your child's self-registration photo are given to your child on the last day of attending **Witchford Rackham Pre-School**, however if they are not taken then they will be immediately shredded.

**I do / do not give permission for Witchford Rackham Pre-School to retain this data on Tapestry (please delete as appropriate)**

Signed.....Name.....

Relationship to child.....

**Witchford Rackham Pre-School** uses an outside professional photographer twice yearly to take photos of the children (in October time and May time). The photographer uploads the images to a password protected computer to make edits the images of the children, compiling a pdf which can be sent out to parents. The images are then saved to a memory stick and the Administrator is given the memory stick, all images are then saved to the Administrator's computer which is password protected so that they can be sent password protected in an email to you. The photographer only uploads the photos again for ordering, they then are deleted from the computer appropriately and correctly and are stored onto a DVD incase needed for orders. These are retained by the photographer for 7 years after the day they were taken, they are stored within a locked cabinet which they only have access to and will be destroyed appropriately at the end of the retain period.

The Administrator will retain the images on their computer until the end of the school term which the photos are to be purchased (October-December and June- July) in case there are any issues with the order which has been submitted. The Administrator will then delete from the computer appropriately and correctly.

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Signed.....Name.....

Relationship to child.....

**F. Other data collected by Witchford Rackham Pre-School**

*Legally we have to keep records of any accident, injury or incident (no matter how minor) that occurs when your child is at **Witchford Rackham Pre-School**. These records are shared with you on the day they injury occurred. They are in paper form, that current academic year is kept in a locked box with the registers, all subsequent years are stored within the Manager's or Administrator's Office which are locked and will be kept at **Witchford Rackham Pre-School** for 4 years alongside their other personal data in registration forms and then it will then be shredded. Without your permission to retain this information your child cannot attend.*

*Your child will be recorded on a register every time they attend **Witchford Rackham Pre-School** in order for us to keep an accurate record of their attendance. These records are kept in paper form in a locked filing cabinet and on a password protected computer for 4 years after your child leaves **Witchford Rackham Pre-School** and then will be shredded and deleted from computers appropriately and correctly. They may be shared with the Health and Safety Executive if required. Without your permission to retain this information your child cannot attend.*

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Signed.....Name.....

Relationship to child.....

*Records of any prescription medication given to your child (as directed by a doctor) whilst your child is at **Witchford Rackham Pre-School** will be recorded in paper form with the current Academic year in a locked box, after this they will be placed with registration forms in a locked filing cabinet and kept at **Witchford Rackham Pre-School** for 4 years after your child leaves after which they will be shredded. Without your permission to retain this information your child cannot attend.*

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Signed.....Name.....

Relationship to child.....

*All about me and My learning Journey sheets are used to inform your child's key person when starting at **Witchford Rackham Pre-School** all about them , their family, interests and any concerns developmentally. Staff use this data as a starting point for planning activities and developing relationships with the children which is a key part of their role. This information is stored within the child's key person's folder and is only viewed by staff. This information is either passed back to parents when the child leaves **Witchford Rackham Pre-School** or is kept in a planning folder, in the Manager's Office for 1 Academic year after your child has left which then is shredded.*

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Signed.....Name.....

Relationship to child.....

Within **Witchford Rackham Pre-School** we have on display children's work this only includes the child's name. Displays are changed regularly and all art work or work displayed is sent home for parents. We also display on our planning board children's next steps, key buddying system and a key groups interest sheet all of which will contain the child's first name. This is to ensure that all staff are aware of where developmentally children are at and if an activity links to their individual next steps. The buddying system enables you as parents to know who your child will join for key activity if there key person is not present during this session. Planning and next

GDPR May 2018 Parents information

steps are kept inside of a planning folder which is for that academic year. This can be viewed by all staff members when needed. In July this folder is stored in the manager’s office and kept for 1 year academic year after which it will be shredded. The key working buddying documents will be shredded once removed from the boards. It is a statutory requirement for us to provide planning which links to individuals children’s learning and development (e.g next steps) and having robust buddying systems in place. *Without your permission to retain this information your child cannot attend.*

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**Signed.....Name.....**

**Relationship to child.....**

We do share information with primary schools, OFSTED, Cambridgeshire County Council , the Department for Education, the Cambridgeshire Multi-Agency Safeguarding Hub and the Health and Safety Executive (where appropriate and as laid out in the paragraphs above). We do not share data to any other third parties. If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the email address given above.

You have the right: to ask us for access to, rectification or erasure of your information; to restrict processing (pending correction or deletion); to object to communications and to ask for the transfer of your information electronically to a third party (data portability). Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

You retain the right at all times to lodge a complaint about our management of your personal information with the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

*Last updated: May 2018*  
**Nicola Scarafile and Tracey Chapman**