

How we use your personal information

Student'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 (“you”). In broad terms, we use your information to allow you to attend **Witchford Rackham Pre-School** as part of your school or college work experience or placement.

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 or 01353 666782.

The legal basis for processing your personal information is that it is necessary in order for you to do placement at **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 Attendance at Witchford Rackham Pre-School

*In order for you to do placement at **Witchford Rackham Pre-School** we need your full name, address, doctors details, next of kin details information about allergies as well as contact details for the college or school you are attending. This information is in paper form and will be stored in a file kept alongside the registers within the setting so staff can access if they need to. If you are College student doing placement we will need to also need to keep a record of your DBS number.*

*We retain all this information for 1 Year after your placement/work experience ends at **Witchford Rackham Pre-School** and then this information will be shredded. Without your permission to retain this information you will not be able to do placement/ work experience at **Witchford Rackham Pre-School**.*

I give permission for Witchford Rackham Pre-School to retain this data

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

When signing in at **Witchford Rackham Pre-School** you will need to put your name, date and time of arrival and departure within our visitor's book. This is to ensure we know the numbers of people within the building in case of a fire and we have to evacuate. All completed visitors books will be stored after being filled up within the manager's office in a locked filing cabinet.

*We retain this information for the current year +6 years and then this information will be shredded. Without your permission to retain this information you will not be able to do placement/ work experience at **Witchford Rackham Pre-School**.*

I give permission for Witchford Rackham Pre-School to retain this data

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

B. Safeguarding information to ensure the care and safety of every child/student 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 college or school which you attend. 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 you 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.

I give permission for Witchford Rackham Pre-School to retain this data

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

C. 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 you are at **Witchford Rackham Pre-School**. 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 and then it will then be shredded.*

I give permission for Witchford Rackham Pre-School to retain this data

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

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