

Privacy Notice - Data Protection Act 1998

At Robin Preschool we are a data controller for the purposes of the Data Protection Act. We collect personal information from you about you and your child and we may also receive information about your child from a previous setting. Information about you that we hold and use includes your contact details and National Insurance Number. Information about your child that we hold and use includes their name, date of birth, address, personal characteristics such as ethnic group, any special educational needs that your child may have, relevant medical information and attendance details. Information for your emergency contacts, including name, address and telephone number

We hold and use this personal data to:

- Communicate with you about your child and preschool matters
- Support your child's learning
- Ensure that we receive appropriate funding
- Monitor and report on your child's progress
- Provide appropriate pastoral care
- Assess how well we are doing
- Comply with the law regarding data sharing.

All information you provide to us is mandatory. If we request further information, we will inform you if this is mandatory or voluntary in order to comply with the General Data Protection Regulation.

We hold Parent and Child data for as long as we are legally required.

We may share this information with our suppliers on a need to know basis, such as our Accounts Manager, education settings that the child attends after leaving us, our Local Authority (LA) and the Department for Education (DfE) but we will not give information about you or your child to anyone else without your consent unless the law and our policies allow us to.

By providing us with personal information about you and your child you agree that we may collect and use your information in accordance with this Privacy Notice. If we need to change this Privacy Notice we will post those changes on the pre-school notice board and the pre-school website so that you are always aware of what information we collect, how we use it and under what circumstances we disclose it.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<http://www.oxfordshire.gov.uk> or <http://www.education.gov.uk/researchandstatistics>

If you cannot access these websites, please contact the LA or DfE at the following addresses:
Oxfordshire County Council; <https://www.oxfordshire.gov.uk>
Oxfordshire County Council, County Hall, New Road, Oxford, OX1 1ND

To find out more about the data collection requirements placed on us by the Department of Education, please go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Under data protection legalisation, parents have the right to request access to information about them that we hold. To make a request for your personal information, or to be given access to your child's development records, please contact the Manager at Robin Preschool (manager@robin-preschool.co.uk). You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- Claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively you can contact the Information Commissioners Office at <https://ico.org.uk/concerns>

If you would like to discuss anything in this privacy notice, please contact the Manager (manager@robin-preschool.co.uk) or the Data Protection Officer (directors@robin-preschool.co.uk)

11.10 Privacy Policy.

Last updated 01/09/2020

To be updated 01/09/21