

DATA PROTECTION POLICY



Sharing information with others

As a preschool it is necessary for us to collect personal information about you and your child. Sometimes we have to confirm or share information with other organisations. If we need to do this, we will make it clear to you on the forms you complete giving us the information. We will inform you before sharing any of yours or your child's information.

In some cases, a third-party organisation, such as a funding body, may require you to sign an agreement to allow your information to be shared e.g. on a funding form. Please read all paperwork thoroughly before signing, so that you know exactly how your information will be used.

Information

We will make sure that the information about you is accurate and up to date when we collect or use it. You can help us with this by keeping us informed of any changes to the information we hold about you.

Information security

We will keep information about you and your child secure. We will protect your information against unauthorised change, damage, loss or theft. All information collected on paper forms is kept locked away at pre-school, or when outdated, kept in a locked office at the owners home. Our laptop and tablets are password protected.

Keeping information

We will hold information about you and your child only for as long as the law says. After this, we will dispose of it securely.

Openness

We will tell you what kinds of information we hold and what we do with it. This you will of signed in parent/carer contract upon enrolling your child into pre-school.

Access and correctness

Whenever possible, we will let you see the information we hold about you and correct it if it is wrong.

In general

We will comply with the Data Protection Act 1998 and any subsequent legislation on information handling and privacy. We will do this through Market Rasen Preschool's Data Protection Policy. We will help you with any questions or problems that you may have with the Data Protection Act 1998, the Human Rights Act 1998 or the Freedom of Information Act 2000. If we cannot help you, we will give you advice on where to write to get the information you may need.

Our Commitment

We will only collect information that is necessary for what we do. We will be fair in the way we collect information about you. We will tell you what we intend to do with the information about you. Where practicable, we will collect information directly from you. If we collect information about you from someone else, we will make sure you know that we have done this whenever possible.

Types of information we collect

Yours and your child's full names; Your child's date of birth; Your address; Your contact numbers and those of your emergency contacts; Your email address; Your child's medical conditions; In some cases, your National insurance number and your date of birth. With permission; photos and videos of your child's development and play.

While your child is with us we store information regarding:

Their ongoing progress and development; photographs of them; Accident records; medication records.

You will be required to sign a declaration form acknowledging our data protection policy on your child's entry to pre school. Signed permission must also be granted for use of photographs or any other content at pre school we may wish to share; we will only do this with your signed permission.