**Data Protection Privacy Statement**

Our Data Protection Officer is Lucy Townsend, Chair of the preschool Committee.

**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 when you give us the information. We will inform you before sharing any of 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 – eg, on a funding form. Please read all paperwork carefully before signing so that you know how your information will be used.

**Information**

We will make sure that the information we hold about you and your chid is up to date and accurate when we collect it or use it.

You can help us with this by letting us know of any changes when they occur.

It is particularly important for you to tell us about any change in address or other contact details.

**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 on paper forms is kept in a locked cupboard or a locked filing cabinet.

Highly sensitive information is kept in a locked document box inside a locked cupboard. All computers and tablets are password protected.

**Keeping information**

We will retain information about you and your child for as long as we are legally required to do so. After this, we will dispose of it securely.

**Openness**

We will tell you what information we hold about you and what we use it for.

**Access and correctness**

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

**In general**

We will comply with the Data Protection Act 1998 and GDPR 2018 and all or any subsequent legislation on information handling and privacy. We have strict policies in place. We will help you with any questions or issues you may have. If we cannot help, we will give you advice on where to obtain the information you need.

**Our commitment**

We will only collect information that is necessary for what we do. We will be fair and open about the information we collect and hold. If we collect information about you from someone else we will inform you.

**Types of information we collect**

Your name and your child’s name, you child’s date of birth, you address, your contact details, names and addresses of emergency contacts, names and contact details of your doctor and dentist, details of medical conditions and/or allergies, your religion, any dietary restrictions for your child and, for those claiming the extended funding hours or Early Years Pupil Premium, your National Insurance Number.

**While your child is with us we store information regarding:**

Their progress and development (including photographs)

Accidents, injuries or significant incidents

Medication records

Personal care (changes of clothes, nappies or help with using the toilet)

Please see our separate Tapestry policy and GDPR policy for more information

March 2022

To be reviewed March 2023