



Privacy Statement

Hatch Warren Under Fives Preschool Ltd is a provider of a service that collects personal information about children, young people and their families.

The staff employed by Hatch Warren Under Fives Preschool will collect the necessary information. We collect and use information under the Early Years Foundation Stage Statutory Framework (2017), the Data Protection Act (1996) and the GDPR – General Data Protection Regulation (2018). It is both contractual and for emergency reasons.

When a family wish to register with Hatch Warren Under Fives Preschool Ltd we will require the completion of a Registration Form to enable the child to be placed onto our waiting list. We will require permission at this stage to contact you and also require your consent for us to handle and store your personal data.

The data we are required by law and as an OFSTED requirement to hold for each child is as follows:

- Child's full name
- Child's date of birth
- Child's address and contact details
- Parents addresses (if different) and contact details including a phone number
- Who has parental responsibility
- Who has legal contact
- Emergency contact details
- Allergies/dietary requirement information
- Any other special requirements/needs/medical history details
- Names of people who can collect your child if not yourselves
- Doctors name, address and contact number.
- Likes, interests, any family information disclosed – Child Profile
- Nationality, ethnicity, first language

Hatch Warren Under Fives Preschool is required to inform you of how we process and store personal data within the setting.

All paperwork regarding your child is stored in either the locked filing cabinets in our locked, secure, storage room located next to Bunnies within the community centre or held within our cupboard within the 'The Garden Room' in the community centre conservatory. Forms may also travel securely with staff to collate information within bags that are locked. These may travel offsite but once processed will return to the setting. As a business that rents our premises we sadly do not have access to an office area. Once data is processed they reside



within one of the two before mentioned areas. At our sister preschool, Kempshott Under Fives, we store data in locked filing cabinets behind a locked door.

Your child's full name and date of birth is printed on our daily registers. The registers are stored in the office filing system, behind a locked door when not in use. Your child's details are also stored on the reverse of our 'Daily Ratio' board so we can ensure we have enough legal staff cover for the children for each day. Contact details are also kept within our Emergency Evacuation bag, which is locked away at the end of every day. Planning for individual children containing their interests and next steps may be visible within the preschool during the working day at Kempshott Under Fives and this will be recorded with child initials or first names.

Hatch Warren Under Fives Preschool has a laptop, which is used by management. The laptop is password protected and is only used by staff. Emails are sent out and received on the laptop. Emails are specific to the business and remain the property of Hatch Warren Under Fives Preschool Ltd. The Area Manager has a laptop for work use, as does the administrative assistant. Our bookkeeper uses a computer which is password protected and has a laptop also. Tapestry is a system which is password protected. Tapestry stores data obtained and this is used for the production of invoices and registers. Information is removed once the child has left the preschool.

Hatch Warren Under Fives Preschool will share information with other settings only after we have sought permission from parents and carers. Safeguarding concerns will be the only time when permission may not be sought to speak to other agencies.

Hatch Warren Under Fives Preschool is registered with the ICO. ICO stands for Information Commissioners Office. They can be found by using the following web page <https://ico.org.uk>.

As we believe in 'Partnership with Parents' we keep parents regularly updated with newsletters and important reminders so consent to contact you via email is required. Messages may also be sent via social media in response to enquiries.

Hatch Warren Under Fives Preschool takes photos of your children for use in their learning journeys and to display around the setting. Photos are deleted from the camera, Kindle and the computer straight after they are printed or used within our online Tapestry application. We use a cloud based storage system to maintain personal information for use throughout the year. This may include names for bucket storage and photos for medical and allergy posters. Online accounts are only accessed by staff using a PIN, which is a security code known just to them for security. Devices are also password protected. Kindles and laptops that are used by staff require a password to first enter the device. Tapestry accounts have a further password request.



Photos may also be used for promotional material and the Hatch Warren Under Fives Preschool website or Facebook but only after permission has been sought.

Hatch Warren Under Fives Preschool refer to a document 'retention periods for records' to ensure we retain personal data records for the correct amount of time. There are certain records that Hatch Warren Under Fives Preschool must retain, you have the right to ask for additional data to be handed over to you or Hatch Warren Under Fives Preschool will destroy it appropriately.

Hatch Warren Under Fives Preschool must adhere to the lawfulness of Processing Data. All data collected by Hatch Warren Under Fives Preschool will fall in to one of the following categories:

1. Consent of the data subject.
2. Processing is necessary for the performance of a contract with the data subject.
3. Processing is necessary for the compliance with a legal obligation.
4. Processing is necessary to protect the vital interests of the data subject.
5. Processing is necessary in the public interest or the controller has official authority.
6. Processing is necessary for the purpose of legitimate interests pursued by the controller or third party.

The personal data held at Hatch Warren Under Fives Preschool is secure and only shared with a third party such as another childcare setting, school in preparation for transition, health visitor, or within a safeguarding situation. Doctors or emergency services, in the event of an emergency, may also have information passed onto them which would be required for the wellbeing of the child/children within our care.

Permission is sought from parents/carers when liaising with outside agencies regarding Special Educational Needs. Information can then be shared with various parties upon consent.

Hatch Warren Under Fives Preschool can no longer process Special Category Data regarding Race, Ethnic Origin and Religious or Philosophical Beliefs unless explicit consent is given. Consent can be given and then withdrawn at any time.

As well as personal information such as your child's name, date of birth and address we also collect and hold data on your child's characteristics such as their language and ethnicity, attendance information such as sessions attended, number of absences and absence reasons, medical information, assessment information and information regarding special educational needs.

We use the collected data:

- To support your child's learning and development
- To monitor and report on your child's progress
- To assess the quality of our care



- To comply with the law regarding data sharing
- To comply with the requirements of the Early Years Foundation Stage Statutory Framework (2017)

Under data protection legislation, parents/carers have the right to request access to information held by Hatch Warren Under Fives Preschool and parents/carers can withdraw consent at any time (other than for information needed by law.)

If you have a concern about how Hatch Warren Under Fives Preschool are collecting or storing personal data, we request that you raise your concern in the first instance with the management or chair of the committee. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Hatch Warren Under Fives Preschool will also obtain and hold information on staff, volunteers, students and committee members. We have a HR secure box system for Personnel records.

Committees

Committee members names, contact numbers, email addresses and DBS (Disclosure and Barring Service) numbers will be kept in a file which is stored in the office system in a locked room.

Committee members names and contact details, following consent, will be displayed within the setting. Government and Local Authorities need to know who has overall responsibility for those who run services for children and the community.

DBS checks will be sought for all Committee members to ensure volunteers are suitable to work in the management of children's services.

Employees

Employees personal details will be obtained and held in our setting's filing cabinet. This will include medical history, next of kin and emergency contacts. Bank details, NI, wage records and tax codes are also stored. References will be sought from two sources. A DBS check will also be sought.

Evidence of previous qualifications, if necessary will be asked for.

Applicants who are unsuccessful at interview stage will have their files destroyed within one month of interview.

Employment records for staff will be retained for 6 years following their departure from the company.

Volunteers

Those who wish to volunteer on a regular basis (regular constitutes attending once a fortnight) will be required to give personal information consisting of full name, address and contact telephone number. A DBS (Disclosure and Barring Service) check will be sought.

Registered Office: Hatch Warren Community Centre, Longcross Lane, Basingstoke, Hampshire, RG22 4XF

Registered Company Number: 6990058 **Registered Charity Number:** 1132908

Telephone: 01256 322 788

Email: preschoolmail@aol.com



Parent Helpers

Parent helpers will be asked to sign in to the visitor's book and Hatch Warren Under Fives Preschool will hold a record of who volunteered and when.

Students

Details of address, next of kin, doctors contacts and telephone numbers will be sought so we know who to contact in a case of emergency.

Information on the type and base of course or college will be needed before any student will be given work placement to ensure that students are registered with an educational provider.

DBS checks will be sought if applicant is aged 18 or over.

Grant Application; Children's names, dates of birth and post codes will be submitted to Hampshire County Council in order to claim for Nursery Education Funding. An ethnicity code, first language information, parents National Insurance number and personal eligibility code will also be required.

Personal Achievements ; Staff (Key persons) will collate information regarding observations made on individual children's attainments. This allows us to plan for their individual progression.

SENCO; At any time children may have a Special Educational Need. A separate record system is kept for the identification and monitoring of Special Educational Needs. This is within a file that is stored by our SENCO and could be based at either setting in a locked filing cabinet.

Child Protection; Any issues relating to Child Protection will be recorded in a separate file. Information is given to those on a need to know basis only. The well-being and safety of the child is paramount. This information is stored within a locked filing cabinet which managers have access to.

Parent/Carers; names, addresses and contact numbers are kept on children's registration forms and we have two files (one for registration forms and one for medical). This information is stored within a locked filing cabinet.

Records of Given Information; Information statements regarding children's personal circumstances i.e. existing injury and child protection issues are recorded. You do have the right to withdraw your consent at anytime. Please contact us with this request should you wish to.

Hatch Warren Under Fives Preschool Ltd April 2018

Please note: Hatch Warren Under Fives Preschool Ltd is also trading as Kempshott Under Fives. This statement applies to both Hatch Warren Under Fives and Kempshott Under Fives preschools