



Privacy Notice

Our contact details

Name: Polesden Lacey Playschool

Address: Oakdene Close, Great Bookham, Surrey, KT23 4PT

Phone Number: 01372 453162 **E-mail:** hello@polesdenlaceyplayschool.co.uk

Last Reviewed: 15th March 2024

How we will use the information you have given us when the lawful basis for collecting it as 'contract':

- We will use the information you provide about yourself to contact you about your child and playschool related activities.
- We will use the information you provide about your child to track their learning and development and to keep them safe.
- Our lawful basis for collecting this data is 'Contract'. This means that we need this data in order to provide a place at this setting for your child. As such, you won't be able to ask for us to delete or stop processing this data without ending the contract with us. If you would like to do that, please speak to our Administrator (via the details above).
- You can see the categories of data we collect from you as part of your contract in the tables on page 2, 3 and 4 of this privacy notice.
- This data will not be shared outside the EU.
- Some of this data may be shared outside the setting. You can see exactly who that will be within the table on page 2, 3 and 4 of this privacy notice.
- We will only hold onto this data for as long as we need to in order to fulfil the purpose it was originally collected for and/or for our legal obligations. You can see more information in the table on page 2, 3 and 4 of this privacy notice.
- You have the right to see the data we have for yourself of your child at any point. This is known as the right to access.
- If any of your or your child's data changes (e.g. address or medical information), please let us know and we will update it. This is known as the right to rectification.



Your child's data (contract)			
Type of data	Who it will be shared with	Where will it be stored	When we'll delete it
Full Name and Date of birth	<ul style="list-style-type: none"> Local authority Call parent Staff Registers Registration form 	Paper formats: locked filing cabinet on site Electronic formats: secure Microsoft O365 Cloud Archive: Locked storage on site	Accident / Safeguarding Records: When child turns 25 Register: When child turns 25 Financial Records: 7 years after leaving
Registration form		Locked filing cabinet on site and/or Microsoft O365 Cloud	3 years after leaving
Signed agreement forms		Locked filing cabinet on site and/or Microsoft O365 Cloud	3 years after leaving
Safeguarding concerns	DCPO & DDCPOs. Local Safeguarding Board if appropriate.	Paper formats: locked metal box on site Electronic formats: secure Microsoft O365 Cloud	When child turns 25
Home address	<ul style="list-style-type: none"> Registration form Staff Local Authority 	Locked filing cabinet on site and/or Microsoft O365 Cloud	Within 6 months of your child leaving.
Home language	<ul style="list-style-type: none"> Registration form Staff 	Locked filing cabinet on site and/or Microsoft O365 Cloud	3 years after leaving
Some medical data & doctor's phone number	<ul style="list-style-type: none"> Registration form Staff 	Locked filing cabinet on site and/or Microsoft O365 Cloud Allergies listed on inside door of snack cupboard	Within 6 months of your child leaving
Medication forms for regular medical intervention	<ul style="list-style-type: none"> Staff 	Locked filing cabinet on site and/or Microsoft O365 Cloud	Within 6 months of your child leaving.
Details of any SEND or needed additional support Other professionals involved with child	<ul style="list-style-type: none"> Staff Local Authority Other Professionals* * with your consent	Locked filing cabinet on site and/or Microsoft O365 Cloud	Within 6 months of your child leaving.
Accident forms	<ul style="list-style-type: none"> Staff Local Authority 	Paper formats: locked storage on site Electronic formats: recorded on Tapestry Journal, stored on secure	When the child turns 25



		Microsoft O365 Cloud	
2 year checks	<ul style="list-style-type: none"> • Staff • Local Authority 	Locked filing cabinet on site and/or Microsoft O365 Cloud	Within 6 months of your child leaving.
Any other current settings attended	<ul style="list-style-type: none"> • Staff 	Locked filing cabinet on site and/or Microsoft O365 Cloud	Within 6 months of your child leaving
Funding forms	<ul style="list-style-type: none"> • Surrey FEE portal (password protected) 	Locked filing cabinet on site	7 years
Invoices & payment schedules	<ul style="list-style-type: none"> • Treasurer of Committee 	Secure Microsoft O365 Cloud Secure Xero System	7 years or until payment has been received if longer
Complaints	<ul style="list-style-type: none"> • Chair of Committee • Managers 	Paper formats: locked metal box on site Electronic formats: secure Microsoft O365 Cloud	6 years after date of resolution of complaint
Emergency contact	<ul style="list-style-type: none"> • Registration form • Staff 	Locked filing cabinet on site and/or Microsoft O365 Cloud	3 years after leaving
Intimate care records	<ul style="list-style-type: none"> • On toilet wall • Staff 	Paper formats: with accident records, locked filing cabinet / archive storage on site	When the child turns 25
Confidential issues / incident book		Locked filing cabinet on site and/or Microsoft O365 Cloud	Within 6 months of your child leaving
Outing permissions	<ul style="list-style-type: none"> • Staff • Committee (if Committee lead outing) 	Locked filing cabinet on site and/or Microsoft O365 Cloud	Until outing completed
Records of reportable death, injury, disease or dangerous occurrence (RIDDOR)	<ul style="list-style-type: none"> • Health and Safety Officer 	Locked filing cabinet on site and/or Microsoft O365 Cloud	3 years after the date the record was made
Employers' liability insurance records	<ul style="list-style-type: none"> • Health and Safety Officer • Chair of Committee 	Locked filing cabinet on site and/or Microsoft O365 Cloud	Until setting closes



Your data (contract)			
Type of data	Who it will be shared with	Where will it be stored	When we'll delete it
Name	<ul style="list-style-type: none">• Staff• Administrator	Locked filing cabinet on site and/or Microsoft O365 Cloud	Within 6 months of your child leaving
Home address	<ul style="list-style-type: none">• Managers• Administrator	Locked filing cabinet on site and/or Microsoft O365 Cloud	Within 6 months of your child leaving
Email address	<ul style="list-style-type: none">• Managers• Administrator• Key Person if appropriate• Chair of Committee (for administrative purposes only)	Locked filing cabinet on site and/or Microsoft O365 Cloud	Within 6 months of your child leaving
Contact number	<ul style="list-style-type: none">• Managers• Administrator	Locked filing cabinet on site and/or Microsoft O365 Cloud	Within 6 months of your child leaving

How we will use the information you have given us when the lawful basis for collecting it as 'consent':

- You can see what we will do with the data we are processing with your consent in the tables on page 5 and 6.
- Much of the information here is already collected as part of your contract, for example your home address, email address, and phone number but our lawful basis for using them in the way you've consented to will be 'Consent'.
- You can see the precise categories of data we have collected from you as part of your contract in the tables on page 5 and 6 of this privacy notice.
- This data will not be shared outside the EU.
- Some of this data may be shared outside the setting. You can see exactly who that will be within the table on page 5 and 6 of this privacy notice.
- You can withdraw your consent at any time at which point we will stop processing it in the way described in the table below. We will also delete the data if we don't have a lawful basis for keeping it. To do so, please contact our Administrator via the details at the beginning of the Privacy Notice.
- We will only hold onto this data for as long as we need to in order to fulfil the purpose it was originally collected for and/or for our legal obligations. You can see more information in the table on page 5 and 6 of this privacy notice.
- You have the right to see the data we have for yourself of your child at any point. This is known as the right to access.
- If any of your or your child's data changes (e.g. address or medical information), please let us know and we will update it. This is known as the right to rectification.



Your child's data (consent)				
Type of Data	How it will be used	Who it will be shared with	How it will be stored	When we'll delete it
Nickname	The name we'll use on work within the setting, and within observation notes.	Staff	Locked filing cabinet on site and/or Microsoft O365 Cloud	Within 6 months of your child leaving
Their doctor's surgery & medical data	Might be useful if your child becomes unwell/is hurt during a session	Staff as necessary	Locked filing cabinet on site and/or Microsoft O365 Cloud	Within 6 months of your child leaving
Details of accidents outside of Playschool	Safeguarding. In case need to seek medical attention.	Staff as necessary	Locked metal box on site and/or Microsoft O365 Cloud	Within 6 months of your child leaving
Dietary preferences	Snack time or cooking activities.	Staff	Locked filing cabinet on site and/or Microsoft O365 Cloud	Within 6 months of your child leaving
Any previous settings attended	May contact to establish development (would obtain parental permission first)	Staff	Locked filing cabinet on site and/or Microsoft O365 Cloud	Within 6 months of your child leaving
Medication given at Playschool	Safeguarding. In case need to seek medical attention.	Staff as necessary	Locked filing cabinet on site	Within 6 months of your child leaving
Photos	In the classroom: Displays, cloakroom peg Tapestry observations Outside setting: Website, marketing material, local news publications (if prior consent given)	Staff Chair of the Committee (for marketing publications)	In classroom, on display On secure Tapestry system Microsoft O365 Cloud/Canva	Within 6 months of your child leaving
Assessments / Observations	Tapestry Paper Copies Electronic Copies	Staff as necessary. Other professionals with your	Secure Tapestry System. Locked filing cabinet on	Within 6 months of your child leaving



		consent	site and/or Microsoft O365 Cloud	
Observations carried out by other agencies	Potential SEND.	Other appropriate professionals.	Locked filing cabinet on site and/or Microsoft O365 Cloud	Within 6 months of your child leaving
Medication given outside of Playschool	Safeguarding. In case need to seek medical attention	Staff as necessary	Locked filing cabinet on site	Within 6 months of your child leaving
All about me/ my child	For in depth knowledge of child's interests.	Staff	Secure Tapestry System. Locked filing cabinet on site and/or Microsoft O365 Cloud	Within 6 months of your child leaving.
Tick list (1st name only plus surname initial if duplicate 1st names)	To monitor children have participated in certain activities	Staff	On playschool wall, in file on desk	Within 6 months of your child leaving
Birthday Board	To celebrate birthdays. Photo and first name only (+ surname initial if any duplicate names)	Anyone with access to cloakroom	In cloakroom	Within 6 months of your child leaving.
General correspondence	Email or paper	Staff as necessary		Within 6 months of your child leaving

Your data (consent)				
Type of data	What it will be used for	Who it will be shared with	How it will be stored	When we'll delete it
Email address	To keep you informed about Polesden Lacey Playschool, it's activities and other early years related information	<ul style="list-style-type: none"> Managers Administrator Chair of Committee (for administrative purposes only) 	Locked filing cabinet on site and/or Microsoft O365 Cloud	Within 6 months of your child leaving.
NI number	To prove eligibility for 30 hours funding if appropriate.	<ul style="list-style-type: none"> Administrator Local Authority 	Locked filing cabinet on site and/or Microsoft O365 Cloud	Within 6 months of your child leaving.



Once the data reaches its deletion date paper copies will be shredded or burned and electronic data will be deleted off all cloud systems.

A copy of this Privacy Notice can be found on our website and in paper format onsite.

How to Complain

If you have any concerns about our use of your personal information, you can make a complaint to us at hello@polesdenlaceyplayschool.co.uk

You can also complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>