Beetley and District Preschool

Registered Charity: 1181636

Privacy Notice

Introduction

Beetley & District Preschool is committed to protecting the privacy and security of personal information.

This Privacy Notice explains what personal information we collect, why we collect it, how we use and protect it, who we may share it with and the rights individuals have in relation to their personal information.

We process personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable data protection legislation.

We aim to collect and use personal information fairly, transparently and only where there is a legitimate and appropriate reason for doing so.

Who is responsible for your information?

Beetley & District Preschool is responsible for deciding how personal information is collected and used.

If you have any questions about how we use personal information, or would like to exercise your data protection rights, please contact the Preschool using our current contact details.

Beetley & District Preschool
The Mobile
St Mary's School
Elmham Road
Beetley
Dereham
NR20 4BW

Telephone: 01362 860860
Email: office@beetley-preschool.org

What information do we collect?

The information we collect will depend on our relationship with you and the reason we need the information.

For children, this may include:

- name, date of birth, address and contact details
- information about parents, carers and other people with parental responsibility
- emergency contact information
- attendance and collection arrangements
- health, medical and dietary information
- information about allergies and medication
- information relating to special educational needs and disabilities
- information about children's learning, development and progress
- information relating to safeguarding and welfare
- photographs and other records used to support learning and development, where appropriate
- information required to meet statutory, regulatory or funding requirements

For parents and carers, this may include:

- names and contact details
- information relating to their relationship with the child
- information needed to administer their child's place
- information relating to fees, funding and payments
- communication with the Preschool
- information needed to meet safeguarding or legal requirements

We may also process information about staff, students, volunteers, committee members, visitors and other individuals where this is necessary for the running of the Preschool or to meet our legal, regulatory and safeguarding responsibilities.

Information provided by other people

We will normally collect personal information directly from parents, carers, staff or the individual concerned.

There may be circumstances where we receive information from another person or organisation. For example, information about a child's health, development, additional needs or safeguarding may be provided by another professional or agency.

Where we receive information from another source, we will handle it in accordance with data protection requirements and, where appropriate, provide information about how it is being used.

How do we use personal information?

We use personal information for purposes including:

- providing and administering early years education and care
- supporting children's learning, development and wellbeing
- maintaining appropriate records of children's development and progress
- ensuring children's health, safety and welfare
- meeting safeguarding and child protection responsibilities
- communicating with parents and carers
- managing attendance, collection arrangements and emergency contacts
- administering fees, funding and payments
- supporting children with SEND and other additional needs
- meeting legal and regulatory requirements
- working with other professionals and agencies where this is necessary and appropriate
- supporting appropriate transition between settings and schools
- managing staff, volunteers and other people working with or visiting the Preschool
- maintaining appropriate records and accounts
- dealing with complaints, incidents and concerns
- protecting the rights and interests of children, families and the Preschool

We will only use personal information for purposes that are lawful, fair and transparent.

Our lawful basis for processing information

Data protection law requires us to have a lawful basis for processing personal information.

Depending on the circumstances, we may process information because it is:

- necessary to fulfil a contract or take steps at the request of a parent or carer before entering into a contract
- necessary for us to comply with a legal obligation
- necessary to protect someone's vital interests

- necessary for the performance of a task carried out in the public interest, where this applies
- necessary for our legitimate interests, where these interests are not overridden by the rights and interests of the individual

In some circumstances, we may rely on consent. Where we rely on consent, it will be clear that consent is being requested and individuals will be able to withdraw their consent. Withdrawing consent will not affect processing that has already taken place lawfully.

The appropriate lawful basis will depend on the particular information and purpose for which it is being processed.

Special category information

Some of the information we process is more sensitive and is classed as **special category personal data** under data protection law. This may include information about a child's health, medical needs, disability or other information relating to their physical or mental health.

We only process special category information where we have an appropriate lawful basis and an additional condition under data protection law.

This may include processing information where it is necessary to meet our responsibilities in relation to children's health, welfare and safeguarding, to provide appropriate care and support, or to comply with legal requirements.

Safeguarding and information sharing

Protecting children and promoting their welfare is central to the work of the Preschool.

We may share personal information with other organisations or professionals where this is necessary and lawful. This may include sharing information to:

- safeguard or promote the welfare of a child
- respond to concerns about abuse or neglect
- provide appropriate support for a child's health, development or wellbeing
- support children with SEND or medical needs
- meet a legal or statutory requirement
- support appropriate transition between settings or schools

We may share information with relevant professionals, organisations or agencies where this is necessary and lawful. We will only share information that is appropriate and relevant to the purpose for which it is being shared.

In safeguarding situations, information may sometimes need to be shared without informing the parent or carer beforehand if doing so could place a child or another person at risk or otherwise prejudice a safeguarding process.

Our information-sharing arrangements are set out further in our Confidentiality and Client Access to Records, Ethical Information Sharing and Safeguarding arrangements.

Who might we share information with?

Depending on the circumstances, personal information may be shared with:

- parents and carers where appropriate
- schools and other early years providers
- health and education professionals
- local authority services
- safeguarding and children's services
- regulatory or statutory bodies
- organisations providing services on our behalf
- other relevant organisations where there is a lawful and appropriate reason to share information

Where we use external organisations to process information on our behalf, we will take appropriate steps to ensure that they process information securely and in accordance with data protection requirements.

We will not routinely disclose personal information to organisations or individuals who do not have a legitimate reason to receive it.

Famly

We use Famly to support the administration, communication and record-keeping needs of the Preschool.

This includes children's learning journeys, personal information, contact details, accident and incident records, and communication with parents and carers.

Information held within Famly is subject to appropriate data protection and security arrangements. Access is restricted to authorised individuals who need the information for their role and responsibilities.

Photographs and videos

Photographs and videos may be taken as part of children's learning, development and experiences at the Preschool.

Where photographs or videos are used for purposes that require consent, we will seek appropriate consent from parents or carers.

Photographs and videos will only be used and shared in accordance with our data protection, confidentiality and digital photography arrangements.

Where we store information

We store personal information in a combination of electronic and paper records.

Most of our electronic records are securely stored using Microsoft OneDrive and Famly. Famly is used for children's learning journeys, personal information, contact details, accident and incident records, and communication with parents and carers.

We also retain paper records where this is necessary. Paper records are stored securely in filing cabinets with access restricted to authorised individuals.

Access to electronic and paper records is limited to those who need the information for their role and responsibilities. We take appropriate measures to protect personal information from unauthorised access, loss, alteration or inappropriate disclosure.

How do we keep information secure?

We take appropriate technical and organisational measures to protect personal information against unauthorised access, accidental loss, destruction, damage or inappropriate disclosure.

Access to personal information is limited to people who need it for their role or responsibilities.

Staff and other individuals who have access to personal information are expected to maintain confidentiality and follow our data protection and information-handling arrangements.

How long do we keep information?

We do not keep personal information for longer than is necessary.

Different types of records may need to be retained for different periods because of legal, regulatory, safeguarding, financial or operational requirements.

Our retention arrangements take account of relevant legislation, statutory guidance and the nature of the information being held.

Further information about specific retention periods is set out in our Retention of Records arrangements.

When information is no longer required, it will be securely deleted, destroyed or otherwise disposed of in an appropriate manner.

Your rights

Data protection law gives individuals a number of rights in relation to their personal information. Depending on the circumstances, these may include the right to:

- ask for access to personal information we hold about them
- ask for inaccurate or incomplete information to be corrected
- ask for personal information to be deleted where the law allows
- ask us to restrict how we use personal information in certain circumstances
- object to certain types of processing
- request information in a portable format where the right to data portability applies

Where we process information based on consent, the individual has the right to withdraw that consent.

These rights are not absolute and may not apply in every circumstance. For example, we may need to retain or continue to process information where this is necessary to comply with a legal obligation or to protect a child's welfare.

Requests to exercise data protection rights should be made to the Preschool using our current contact details.

Children's personal information

We recognise that children require particular protection in relation to their personal information.

We will consider children's rights and best interests when collecting, using and sharing their information and will take particular care with information relating to safeguarding, health and wellbeing.

Parents and carers will normally exercise data protection rights on behalf of their child where appropriate. However, whether a parent or carer can exercise a particular right on behalf of a child will depend on the circumstances and the child's age and understanding.

Changes to this Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in legislation, guidance, our services or the way in which we process information.

The current version will be made available to parents, carers and other relevant individuals.

Complaints

If you have concerns about the way we have handled your personal information, please contact the Preschool in the first instance so that we can try to resolve your concerns.

You also have the right to make a complaint to the Information Commissioner's Office (ICO), which is the UK's independent supervisory authority for data protection.

Information about making a complaint can be found on the ICO's website.

Related Policies and Documents

- Data Protection
- Confidentiality and Client Access to Records
- Retention of Records
- Safeguarding
- Mobile Phones, Digital Photography and Social Media
- Fees and Charges

Monitoring and Review

This policy will be reviewed annually, or sooner where changes to legislation, statutory guidance or Preschool practice make this necessary.

- **Policy reviewed on:** 14th September 2026
- **Next review due:** 14th September 2027
- **Reviewed by:** Hollie Durrant and Julie East

Date:	Review Date:
Signed:	Signed:
Print Name: (Chairperson)	Print Name: (Manager)