



Privacy Notice for Families and Children

Data Protection Act 1998 & GDPR May 2018

We, Rainbow Pre-School & Extended Services, are the Data Controller for the purposes of the Data Protection Act. We will collect information from you about yourself and your child in order for us to safely care for your child's welfare and to support their learning and development. We will only collect information that is necessary for us to fulfill our role and will normally collect information directly from you. This information includes your contact details and the details of the people you list as emergency contacts, a password, information regarding other settings your child may attend, characteristics such as ethnic group and religion, and special educational or dietary and medical needs. During your child's attendance at Rainbow PS&ES we will collect further information as a result of monitoring your child's progress, accident incident and medication records, photographs and video clips, information relating to finance in respect of fees and funding.

We hold this personal data and use it to:

- ensure your child's welfare and safety needs are met
- monitor your child's learning and development
- provide appropriate duty of care for you when you visit
- communicate with you
- provide you with login details as required for our online learning journey system
- maintain up to date information about your child's needs and progress
- meet the financial agreement in line with our terms and conditions
- assess how well our setting is doing
- evidence your consent for certain procedures
- be compliant and meet the legal obligations placed upon us
- perform our contract with you

This information will be kept throughout your child's attendance and then in line with the retention of records guidelines, it will be safely destroyed after the recommended time period.

All data you provide to us is stored on secure servers located in the UK. Computers, tablets and memory sticks are all password protected/encrypted. Mobile phones and smart devices with internet access are not accessible in areas where children are present, visitors are required to leave their phones/smart watches in the office. We also store data in paper files in secured locations on site.

We will not give information about you to anyone outside the childcare setting without your consent unless the law and our rules and policies permit it. We may be required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE). We will share information, with your consent, to; bank services, the local authorities, external professionals working to support your child (such as speech and language therapists, health visitors etc), our online learning journey provider, other early years settings your child may attend and the lower school of your choice to support transition, on our website or Facebook page.

You can help us by ensuring the information you provide is always accurate and up to date, advising us of changes as they arise.

If you want to see a copy of the information we hold and share about you and your child then please contact the setting GDPR Lead at enquiries@rainbow-preschool.co.uk
We will provide this information within one month and will not charge for this service.

Breaches of Data Protection

A breach of data protection is defined by the Data Commissioner as 'a security incident that has affected the confidentiality, integrity or availability of personal data'.

If a breach occurs we will use the self-assessment tool on the Data Commissioners Website to establish if there is a risk to people and notify the ICO if required. Details of the incident, the effects of the breach, decision making rationale and any actions taken will be recorded and kept in the GDPR section of our Complaints File.

<https://ico.org.uk/for-organisations/report-a-breach/personal-data-breach-assessment/>