**Privacy notice**

**Sunflowers Preschool Privacy Notice**

St. Andrew’s Church Hall. Preston Grove. Yeovil. BA20 2BQ.

Our data protection officer is Angela Guy.

**Introduction**

At Sunflowers Preschool we are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

**What personal data we collect**.

We collect personal data about you and your child to provide care and learning that is tailored to meet your child’s individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

* Your child’s name, date of birth, address, health and medical needs, development needs, and any special educational needs.

Where applicable we obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

* Your name, home and work address, phone numbers, emergency contact details, and family details.

This information will be collected from you directly in the registration form.

If you apply for up to 30 hours free childcare, we will also collect:

* Your national insurance number or unique taxpayer reference (UTR), if you’re self-employed. We may also require conformation of expected income and whether you are in receipt of any benefits.

**Why we collect this information and the legal basis for handling data**.

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

* Contact you in case of an emergency
* To support your child’s wellbeing and development
* To manage any special educational, health or medical needs of your child whilst at our setting
* To carry out regular assessment of your child’s progress and to identify any areas of concern
* To maintain contact with you about your child’s progress and respond to any questions you may have
* To process your claim for up to 30 hours free childcare (only where applicable)
* To keep you updated with information about our service

With your consent, we will also record your child’s activities for their individual learning record. This may include photographs. You will have the opportunity to withdraw your consent at any time, for images taken by confirming in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending.

**Who we share your data with.**

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

* Ofsted – during an inspection or following a complaint about our service
* The Local Authority (where you claim up to 30 hours free childcare as applicable)
* The government’s eligibility checker (as above)
* Our insurance underwriter
* The school that your child will be attending
* Dual Placements, eg, Childminders, Nurseries that your child may also attend

**We will also share your data if:**

* We are legally required to do so, for example, by law or a court
* To enforce or apply the terms and conditions of your contract with us
* To protect your child and other children: for example, by sharing information with social care or the police
* It is necessary to protect ours/or other’s rights, property or safety
* We transfer the management of the setting; in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way

**We will never share your data with any other organisation to use for their own purposes.**