

Privacy notice for Parents

Thank you for completing the enrolment form and/or being registered with *Stay and Play*. Our registered address is *Squirrels Den, Felbridge Primary School, Crawley Down Road, Felbridge, East Grinstead, West Sussex, RH19 2NT*

If you have any queries or concerns about data protection you can email our data protection officer, *Emma Winter*, at staynplayfelbridge@gmail.com

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

- We will use the information you have given to us about yourself to contact you about your child.
- We will use the information you have given to us 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. Because of that, 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 ***Emma Winter***.
- You can see the precise categories of data we have collected from you as part of your contract in the tables on page 2 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 with in the table on page 2 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 of this privacy notice.
- You have the right to see the data we have for yourself or 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.
- If you have a complaint about the way we process your or your child's personal data, you have the right to complain to the information commissioner's office. You can find more details about how to do that from their website: <https://ico.org.uk/>

Your child's data (contract)		
What we've collected/ will be collecting	Who it will be shared with	When we'll delete it
Name	Local authority, online learning journal system*, invoicing	When the child turns 21 or 24 for child protection records
Date of birth	Local authority, online learning journal system*, invoicing	When the child turns 21 or 24 for child protection records
Birth certificate	No copies kept, must be seen for identity verification and for claiming Free Early Education (Universal and extended) Once seen will be handed directly back to parent/guardian	
Home address	Local Authority	7 years
Home language	Local Authority	7 Years
Some medical data	Local authority, online learning journal system*,	When the child turns 21 or 24 for child protection records
Details of any SEND or needed additional support	Local authority, online learning journal system*,	7 Years
Accident forms	Local authority, online learning journal system*, OFSTED, RIDDOR	When the child turns 21 or 24 for child protection records
2 year checks	Local authority, online learning journal system*, Health Visitor, Local Children and Family Centre, Other settings attended.	7 Years
Any other current settings attended	Local Authority, Online learning journal*, Other settings attended	7 Years
Assessments	Local authority, online learning journal system*, Health Visitor, Local Children and Family Centre, Other settings attended, Other professionals involved in your child's care.	7 Years
Observation notes	Online learning journal system*, Health Visitor, Other settings attended, Other professionals involved in your child's care	7 years

Your data (contract)		
What we've collected	Who it will be shared with	When we'll delete it
Name	Invoicing, Health Visitor, Other professionals involved in your child's care	7 years
Home address	Invoicing, Health Visitor, Other professionals involved in your child's care	7 Years
Email address	Invoicing, online journal system*, Health Visitor, Other professionals involved in your child's care	7 Years
Contact number	Health Visitor, Other professionals involved in your child's care	7 Years

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

- You can see what we will do with the data we are processing with your consent in the tables on page 4.
- 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 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 with in the table on page 4 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, just contact **Emma Winter at Squirrels Den, Felbridge Primary School, Crawley Down Road, Felbridge, East Grinstead, West Sussex, RH19 2NT**
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- 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 4 of this privacy notice.
- You have the right to see the data we have for yourself or 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.
- If you have a complaint about the way we process your or your child's personal data, you have the right to complain to the information commissioner's office. You can find more details about how to do that from their website: <https://ico.org.uk/>

Your child's data (consent)			
What we've collected	What it will be used for	Who it will be shared with	When we'll delete it
Nickname	The name we'll use on work, within the setting, and within observation notes.		
Their doctor's surgery	if your child becomes unwell/ is hurt during a session, referrals to outside professionals (E.G. Speech and Language, Child Development Team) Contacting Health Visitor	Staff as appropriate, professionals involved in your child's care	7 Years
Some medical data	Individual care plan, register, medical file and any list of allergies displayed, especially food allergies.	All staff on a 'need to know' basis, emergency services, medical professionals if necessary	7 Years
Dietary preferences	Individual care plan, list accessible to staff preparing food	All staff	7 Years
Any previous settings attended	Collating information and records, including information about development and progress, issues and concerns	Staff on 'a need to know' basis, including key worker	Y years
Birth certificate	To prove eligibility for funding and identification.	Staff verifying eligibility and identification	Not kept

Photos	Displays, record keeping, assessments	Online learning journal system*, closed social media pages+, parents of other children at the setting, other appropriate professionals	Most photos are deleted when your child leaves the setting, however at times we may keep photos as examples of activities, achievements and display purposes.
Observations carried out by other agencies	To support your child's individual needs, to ensure an appropriate care plan is in place, to ensure continuity of care.	Staff, other professionals involved in your child's care	7 years

Your data (consent)			
What we've collected	What it will be used for	Who it will be shared with	When we'll delete it
Name	To give you access to your child's online learning journal system*	online learning journal system* Local Authority Professionals involved in your child's care	7 years
Email address	To send you information about Stay and Play such as newsletters or invitations to events and to communicate with you.	online learning journal system* Local Authority	7 years
NI number	To prove eligibility for funding.	Local Authority	7 years

* Our online learning journal system is 'Tapestry'. Please ask for a copy of their privacy policy if you are interested in seeing it.

+ Our closed social media pages are Facebook. These pages are only available to approved members.