



Hanham Toddlers Preschool CIO
Hanham Methodist Church, Chapel Road,
Hanham, Bristol BS15 8SD.
Telephone no: (0117) 9082406 (session time only)
E-Mail: hanhamtoddlers@outlook.com

GENERAL DATA PROTECTION REGULATION MAY 2018

We take your privacy seriously and, in accordance with the General Data Protection Regulation (GDPR) we will commit to the following:

Hanham Toddlers Pre-school will be asking for personal data about you and your child/children in order to deliver a childcare service to you. We must have a legal basis for collecting this data and there are 6 of these as follows, under all of which we will be processing your data:

- a) Consent - the individual has given clear consent for us to process their data for a specific purpose
- b) Contract - the processing is necessary for a contract we have with the individual, or because you have asked us to take specific steps before entering into a contract
- c) Legal obligation - the processing is necessary for you to comply with the law (not including contractual obligations)
- d) Vital interests - the processing is necessary to protect someone's life
- e) Public task - the processing is necessary for us to perform a task in the public interest or for our official functions and the task or function has a clear basis in law
- f) Legitimate interests - the process is necessary for our legitimate interests or the legitimate interests of a third party, unless there is good reason to protect the individual's personal data which overrides those legitimate interests

Where we require consent we will provide a way for you to positively make a decision about the information that you make available and how this is shared. This information will be collected by Jayne Madder (our Data Controller) as part of your child's induction to the setting. We will be asking for some of it verbally at our first meeting and will record it on paper forms/digitally. We will ask for this information at regular intervals to ensure that it is up to date and we will do this by asking you to complete an Update of Information form.

The information that we require will be:

- Your child's name, address and date of birth
- Child's parent's names, addresses and contact numbers
- Details of who has parental responsibility for the child
- Emergency contact names and phone numbers
- Your child's doctor's name and contact details
- Details of any allergies, medical conditions, medical history and requirements your children has
- Whether your child has any special educational needs or disabilities
- A copy of their birth certificate or passport for the purposes of the Nursery Education Grant
- Ethnic group
- Religion
- Home language



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We are required to hold and use this personal data in order to comply with the statutory framework for England, Ofsted, the Dept for Education and South Gloucestershire Council Early Years Team. This data will be used to deliver our pre-school service to you including but not limited to the below:

- Supporting your child's development
- Monitoring and reporting on your child's progress
- Sharing information about activities in our setting
- Contacting named people in an emergency
- Sharing with other professionals in accordance with legislation
- Ensuring a contract of service is delivered and maintained
- Ensuring that this setting receives the statutory funding for which we are eligible

With your permission this data may, when necessary, be shared with:

- Other professionals supporting your child, e.g. health visitors, other health care or education professionals
- Our local authority through the Nursery Education Grant headcount and the annual Early Years Census
- The local safeguarding children's board or Social Services Referral and Assessment Team if we ever have concerns about the safety of your child
- Ofsted
- Our website, Facebook page, displays and tracking documents (children will not be named on our website or Facebook page)

We are required by law to keep some information about your child for a period of time after a child has left our setting. We will keep a record of this and dispose of it securely at the correct time in line with our record keeping policy, a copy of which is available on request.

Should you have any queries regarding this or wish to see a copy of the information we hold and share about your child then please contact Nicola Thomas.

Please can you sign and return the tear off slip below confirming your receipt of this information.

I confirm that I have received full advice regarding the General Data Protection Regulation from Hanham Toddlers Pre-school

Parent/Carer signature _____

Child's name _____

Date _____