**Bishopthorpe Preschool Playgroup’s Privacy Notice**

**Bishopthorpe Preschool Playgroup**

Sports Pavilion

Ferry Lane

Bishopthorpe

YORK

YO23 2SB

**Manager:** Julie Morris

**Data Protection Officer:** Clive Morris – CISSP No. 104299

**Introduction**

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.

**How we will use the personal data we collect**

We collect and may receive from a previous setting, personal data about you and your child in order to:

* provide care and learning that is tailored to meet your child’s individual needs;
* monitor and report on your child’s progress;
* Provide appropriate pastoral care;
* Assess our own performance;
* Verify your eligibility for free childcare as applicable.

**Personal details that we collect about *your child* include:**

* their name, date of birth, address, ethnic group;
* health and medical needs;
* development needs, and any special educational needs;
* attendance information;
* Early years foundation stage learning journey/profile;
* Information about who has parental responsibility for your child and any court orders pertaining to your child;
* Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

**Personal details that we collect about *you* include:**

* your name, home and work address,
* phone numbers, emergency contact details,
* any relevant 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 the required information to support your application.

**Safeguarding and Welfare Requirement**

As a Provider we must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

We are required by law to pass some of your information to the Department for Education (DfE) for the purposes set out above. The DfE may share personal data that we supply to them with third parties. This will only take place where legislation allows or requires it and is in compliance with the DPA 1998 and the GDPR 2018.

For children under 16 a parent or guardian can ask that no information other than their child’s name, address, and date of birth (or their own name and address) be passed to a local authority. This right transfers to the child on their 16th birthday. A parent or guardian must inform Bishopthorpe Pre-School Playgroup if this is what they wish.

**Our Information Sharing Principles**

We will not give information about your child to anyone outside the setting without your consent unless the law requires us to, for example for the prevention or detection of crime.

We will not pass personal information to third parties for marketing, sales or any other commercial purposes without your prior explicit consent.

We will only keep your personal information for as long as necessary and when we no longer need it, we will delete or destroy it securely.

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, if it is in the public interest. That is when:

* it is to prevent a crime from being committed or to intervene where one may have been, or to prevent harm to a child or adult; or
* not sharing it could be worse than the outcome of having shared it.

**Contact Details**

If you have any questions about this Privacy Notice or if you would like to submit a Subject Access Request for you or your child or discuss the deletion of any data we hold then please contact:

**Bishopthorpe Preschool Playgroup**

Sports Pavilion Tel. 07722 046184

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If you require more information about how the local authority or DfE store and use your data please visit:

<https://www.york.gov.uk/privacy>

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

You can contact the local authority at: Customer Feedback Team

 City of York Council

 West Offices

 Station Rise

 York

 YO1 6GA

 Tel. 01904 554145

 Email foi@york.gov.uk

You can contact the DfE at: Public Communications Unit

 Department for Education

 Sanctuary Buildings

 Great Smith Street

 London

 SW1P 3BT

 Tel. 0870 000 2288

 Email info@education.gsi.gov.uk

 Website <http://www.education.gov.uk/>