



A REGISTERED CHARITY, Charity Number 1026054
Jubilee Hall, School Lane, Seer Green, Beaconsfield, Bucks. HP9 2QJ
01494 730060

20. Record Keeping Policy

Privacy

Aims of Policy

This policy is intended to provide details of our Privacy Notice.

This information is provided alongside our 'Record Keeping Policy – Data Protection' (Policy 19) which reflects the most recent Data Protection Law requirements. Staff, parents, Trustees, volunteers and anyone who works for, or acts on behalf of, the Pre-School are all encouraged to read and comply with this policy, and understand the Pre-School's obligations to its entire community.

This Policy, like our other policies, may be updated from time to time. For the most up-to-date version of the Policy, please see the Pre-School website - <http://seergreenpreschool.co.uk/policies-data/>.

Introduction

The Pre-School is keen to ensure appropriate levels of privacy apply, and our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden.

Where information is shared, either via consent from the parent (such as sharing information about any additional needs their child may have, or to pass on child development summaries to the next provider/school), or via legal obligation or legitimate interest (such as providing information to the local County Council or Department for Education), we typically consider the following questions:

- Is there a legitimate purpose to sharing the information?
- Does the information enable the person to be identified?
- Is the information confidential?
- If the information is confidential, do you have consent to share?
- Is there a statutory duty or court order to share information?
- If consent is refused, or there are good reasons not to seek consent, is there sufficient public interest to share information?
- If the decision is to share, are you sharing the right information in the right way?

By asking these questions, we ensure privacy is maintained wherever appropriate, in accordance with the latest Data Protection regulations and in line with the Privacy Notice overleaf.

Privacy Notice

The Pre-School is a Data Controller for the purposes of the Data Protection Act. We collect personal information from you about your child and may receive information about your child from their previous setting. The setting holds this personal data and uses it to:

- Support its children's teaching and learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care; and
- Assess how well the setting is doing.

This information includes children's contact details and personal characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about your child to anyone outside the setting without your consent unless the law and our policies allow us to.

Under the Childcare Act 2016 and related regulations, we are required to pass some of your child's Think information to Buckinghamshire County Council (BCC) and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about your child then please contact our Data Protection Officer, the Pre-School Operations Manager, on seer.green.preschool@gmail.com.

If you require more information about how BCC and/or DfE store and use this information, then please go to their respective websites.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day to day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date) _____

Signed on behalf of Seer Green Pre-School (Chairperson) _____

This policy was reviewed as indicated below:

2018 created
May 2019 reviewed
June 2020 reviewed and updated
June 2021 reviewed and updated
July 2022 reviewed
June 2023 reviewed
September 2024 reviewed and updated