



# The Willows Preschool

## Child Privacy notice

Here at The Willows Preschool we take privacy seriously and will only use your personal information to enable us to safeguard you, the children and parents of the preschool.

However, from time to time we may need to contact you, on behalf of your child, with updates on the service we provide.

### Who are we?

We are The Willows Preschool and operate as a registered charity (No. 1099558). We are members of the Preschool Learning Alliance (PLA) and are registered with Ofsted.

### How do we collect information from you?

This information is collected by The Willows Preschool manager and committee at the time of your child's registration.

### What information is being collected?

The personal information we collect about your child might include;

- Name
- Address
- DOB
- Birth Certificate
- Passport
- Gender
- Health records (vaccinations)
- Special needs
- Faith
- GP surgery
- Health visitor
- Any other persons involved in your child's care i.e. social worker
- Other Settings (PLA Registration form)

### How is your child's information used?

Your child's information is collected to enable us to provide child care services and for safeguarding purposes. Your child's details are stored on a password protected laptop or on a secure login for registered websites. Paper copies are kept in a locked filing cabinet or in a locked on site storage unit.

[www.thewillowspreschool.org.uk](http://www.thewillowspreschool.org.uk)

Registered Charity Number 1099558

Member of the PRE-SCHOOL LEARNING ALLIANCE

Your child's details are securely disposed after 3 years from when they leave the setting. Any accident forms are kept until the child reaches the age of 21 or the age of 24 if they are in the child protection records.

#### Who has access to your child's information?

We will not sell or rent your child's information to third parties.

We will not share your child's information with third parties for marketing purposes.

**Third Party Service Providers working on our behalf:** We may pass your child's information to our third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to your child on our behalf for example but not limited to professional health or educational services, local authority, financial processor and emergency services with only the data needed for their purposes.

#### Subject access request

You have the right to access the personal data we hold about your child. This is commonly referred to as subject access. You can make a subject access request verbally or in writing. We will respond within a month to a request.

#### Right to Complain

You have the right to complain to the ICO if you feel your child's data is not being handled in accordance with the General Data Protection Guidelines.