



Chearsley & Haddenham Under Fives's Privacy Notice

Chearsley & Haddenham Under Fives (Haddenham Setting)

C/o Haddenham St Mary's School

Aston Road

Haddenham

Bucks HP17 8AF

01844 299123

Chearsley & Haddenham Under Fives (Chearsley Setting)

C/o Chearsley Village Hall

Winchendon Road

Chearsley

Bucks

HP18 0DP

01844 202588

Email: info@chufpreschool.co.uk

Anne-Marie Barker & Sally Smith (GDPR Contacts)

Manager

Administrator

Introduction

CHUF 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 CHUF collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

CHUF in Chearsley: Chearsley Village Hall, Winchendon Road, Chearsley, Buckinghamshire, HP18 0DP
Chuf in Haddenham: C/o Haddenham St Mary's School, Aston Road, Haddenham, Buckinghamshire, HP17 8AF
Phone: 01844 299123 (Haddenham) / 01844 202588 (Chearsley)

E-Mail: info@chufpreschool.co.uk

Web: www.chuf.co.uk



Personal details that we collect about your child include:

- your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- your name, home and work address, phone numbers, emergency contact details for you and any authorised friends or family, and details of those authorised to pick up/drop off your child

This information will be collected from you directly in the registration form.

If you apply for Two-Year-Old Funding, we will also collect:

- your national insurance number. We may also collect information regarding benefits and family credits that you are in receipt of.

Why we collect this information and the legal basis for handling your data

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment of your child's progress and to identify any areas of concern

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- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 15 hours free childcare
- to keep you updated with information about our service (Mailchimp and Email from info@chufpreschool.co.uk)

With your consent, we will also record your child's activities for their individual learning record, via our observation platform (EyLog). This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending.

Who we share your data with

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- banking services (QuickBooks) to process and invoice fee's
- the Local Authority (where you claim up to 15 hours free childcare as applicable)
- the government's eligibility checker (for Two-Year-Old Funding)
- our insurance underwriter (if applicable)
- our marketing platform software management provider (Mailchimp) (Email address only)
- the school that your child will be attending on leaving CHUF
- Please see individual websites for any third party that CHUF use for their privacy notices

We will also share your data if:

- We are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;

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- to protect your child and other children; for example by sharing information with social care or the police;
- it is necessary to protect our/or others rights, property or safety

We will never share your data with any other organisation to use for their own purposes

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

Data is protected in the following ways:

Paper Data is stored in a lockable filing cabinets or cupboards

Computer Data is kept either on an encrypted USB or held on a password protected PC, which is regularly up to date with Anti- virus software and malware

How long do we retain your data?

We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and deleted an appropriate period after your child has left .

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements.

Automated decision-making

We do not make any decisions about your child based solely on automated decision-making.

Your rights with respect to your data

You have the right to:

- request access, amend or correct your/your child's personal data

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- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.

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