



## Windmills Preschool Ltd: Privacy Notice

Windmills Preschool Ltd holds information on all children registered in order to run the service it provides smoothly and efficiently; in doing so, we adhere to the General Data Protection Regulations 2018. This means that the data held about children must only be used for specific purposes allowed by law. This notice explains the type of data held, why that data is held, and to whom it may be passed on.

Initial information about each child is provided by the parent/guardian/carer filling in the registration form. This includes name, date of birth, address, contact details (including names of all adults with permission to collect the child), medical details including name of doctor, any health or special educational needs and any other personal information deemed relevant by the person completing the form.

Once a child starts attending Windmills Preschool, a keyperson is assigned to them and this member of staff maintains an individual file and an online learning journey (further parental permission is obtained for the online format). Observations, photographs and samples of work are kept in this file, to help staff monitor, assess and report on the child's progress; parents have access to this file at any time. A record of each child's attendance is also kept.

From time to time, we may need to share some of this information with other professional bodies:

- Local Authority: The preschool is required to pass on details of all 2, 3 and 4 year old children eligible for Free Flexible Entitlement (funding) at the beginning of each term.
- Social Services – If the staff have any concerns relating to Child Protection issues, information may be shared with this department.
- Health/Special Educational Needs professionals: Staff may need to share information and observations of individual children with supporting agencies to ensure that the child's needs are being addressed and met effectively.
- School to which the child is transferring: As a child leaves Windmills, the child's keyperson provides information about progress to his/her new reception teacher. If a child is recognised as having special educational needs during their time in Preschool, this information may be shared with teachers at the child's future school in advance, to ensure appropriate support and resources are planned.
- Department for Education: On an annual basis the Local Authority collect information on all 2, 3 and 4 year olds in Preschool Education. This information is then passed to the DfE and forms part of a Nationwide Early Years Census.

Children, as data subjects, have certain rights under the General Data Protection Regulation 2018, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. Parents should speak to the Preschool Manager if they wish to see the information held about their child.