



Registered Charity # 1203754

## Privacy Notice

### Introduction

Houghton and Wyton Pre-school is committed to protecting your privacy. This Privacy Notice explains how we collect, use, store, and share personal information about you and your child, in accordance with the **Data Protection Act 2018** and the **UK General Data Protection Regulation (UK GDPR)**.

### 1. What Personal Data We Collect

We collect and process personal data about children, parents/carers, staff, volunteers, and trustees. This includes:

- Names, addresses, telephone numbers, email addresses
- Emergency contact details
- Children's date of birth, medical conditions, allergies, health and developmental information
- Details of professionals involved with the child (e.g. health visitors, social workers)
- Funding information, National Insurance numbers, and eligibility codes
- Attendance data, accident records, and safeguarding concerns

### 2. Why We Collect and Use Personal Data

We collect data to:

- Provide safe, high-quality early years education and care
- Monitor and support children's learning and development
- Fulfil legal and statutory duties (e.g. safeguarding, Ofsted, funding claims)
- Communicate with families and professionals
- Maintain accurate records and support children's transition to school We will always seek consent for any additional use of personal data not covered by this notice

### 3. Lawful Basis for Using Personal Data

Under UK GDPR, we must have a lawful basis for collecting and using data. These include:

- **Legal obligation** – to meet requirements of EYFS, safeguarding, health and safety
- **Contract** – where we have a funding agreement or care contract with you
- **Consent** – for using photos or data for promotional materials or optional activities
- **Vital interests** – where information is required to protect a child from harm
- **Legitimate interest** – where necessary for efficient running of the pre-school

### 4. How We Store Personal Data

We store personal data securely:

- Paper records are kept in locked cabinets
- Digital records are password-protected and access-restricted
- Family (our nursery software) is used securely to manage communication and records

### 5. Who We Share Information With

We only share data where there is a lawful reason to do so. This may include:

- Local authority (e.g. funding, safeguarding referrals)
- Ofsted (during inspection)
- NHS professionals, health visitors, speech therapists
- Other settings or schools as part of transition (with consent or safeguarding justification)
- External services where a child or family requires additional support

We do not share personal data for marketing purposes. We do not transfer personal data outside the UK unless compliant with UK GDPR safeguards.

### 6. How Long We Keep Data

We retain data in line with our Retention Schedule. Examples include:

- Accident and medication records: 21 years and 3 months



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- Safeguarding records: until the child reaches age 25
- Admissions and registration forms: 3–6 years depending on type
- Unsuccessful applications or withdrawn interest: 12 months

## 7. Your Rights

You have the right to:

- Request access to the personal data we hold about you or your child
- Ask for corrections to inaccurate or incomplete information
- Request erasure of data (subject to safeguarding or legal requirements)
- Object to processing or request data portability
- Withdraw consent for optional data use (e.g. photos)

## 8. How to Raise a Concern

If you have any concerns about how we collect or use your data:

- Please speak to the Manager in the first instance
- You can also contact the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk)

## 9. Who to Contact

For any questions, contact: **Pre-school Manager**

Houghton and Wyton Pre-school  
Green Lane, Houghton, PE28 2BE  
01480 463812

[hwpreschool@live.co.uk](mailto:hwpreschool@live.co.uk)

## Monitoring and Review

This Privacy Notice is reviewed annually or sooner if legislation or data practices change