

1. AUTOMATED DECISION MAKING AND PROFILING

The Pre-School do not currently use any type of automated decision making or profiling on the data you provide. If our data is shared with other organisations with your consent or for a safeguarding purpose, they would provide detail on their activity in this area within their own Privacy Notices.

2. HOW WE COLLECT YOUR DATA

We collect your data from a variety of sources, including:

- (a) Directly from you at time of enquiry
- (b) Directly from you at time of registration
- (c) Directly from you during your child's (or child in care) time at pre-school e.g. during pick-up or drop-off for example
- (d) From your Health Visitor or other Organisations involved in their care e.g. Speech Therapists

3. ACCURATE DATA

We always aim to keep your data accurate and up to date. Please let us know if your personal details change or if data we hold about you is incorrect.

4. HOLDING DATA

We create and hold your data both electronically and in a paper format. We will only hold your information as long as is necessary for statutory requirements and will destroy safely when no longer required. We have a retention list for different data types and this can be provided to you if required.

5. SHARING YOUR DATA

We only share your data with relevant organisations as consented by you, or for statutory requirements. The following are examples of these organisation types:

- (a) Hampshire County Council - Funding forms
- (b) Health and social care professionals
- (c) Speech & Language
- (d) HM Revenue & Customs
- (e) Social Services
- (f) Schools/childcare settings providing future care

6. PROCESSING IN LINE WITH YOUR RIGHTS

You have the right to:

- (a) Be told what we are doing with your data at point of collection and through our Privacy Notice
- (b) Request access to any data we hold about you or your child (child in your care)
- (c) Ask to have inaccurate data held about you or your child (child in your care) amended
- (d) Data portability e.g. if you are moving to another area, we can provide your next setting with your child's progress & reports via the Tapestry online Learning Journal.

7. DATA SECURITY

All staff at Little Saints Community Pre-School have a legal duty to keep information about you confidential.

We ensure that suitable measures are in place to prevent the unlawful or unauthorised processing of your personal information. This includes:

- (a) Storing data in a secure location (either via our computer systems or in a secure file location)
- (b) Training all our staff in Data Protection and their responsibilities
- (c) Securely sending data when required e.g. using passwords on documents
- (d) Collaborating only with the necessary organisations and only sharing the necessary data

8. CONTROL OVER YOUR DATA / ACCESSING YOUR DATA

Please contact Little Saints Community Pre-School if you have any questions about your data, or accessing it, at:

Little Saints Community Pre-school
All Saints Church Hall
Rownhams Road, North Baddesley
Southampton, SO52 9EU

Telephone: 07733501092 (during session hours)

Email: littlesaintscomm.preschool@gmail.com

Website: www.littlesaintspreschool.org.uk

If you require access to your data, we will need proof of identification to be presented to the Pre-school in person so we can verify your identity. From the point of verification, we will provide data within one month.