



Bevan Lodge Community Pre-School CIO
67 Albert Road
Farnborough
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www.bevanlodge.co.uk

Registered Charity No. 1175740

Privacy Notice

At Bevan Lodge Community Pre School we want to make sure you know how we use your information and how we treat your data. Our privacy pledge is in compliance with the EU General Data Protection Regulation (GDPR).

Protecting your data is very important to us and the general data protection regulations are designed to ensure more robust security and increased transparency in the use of personal data.

Bevan Lodge Pre School's existing systems are fully compliant with the Data Protection Act 1998 and therefore our approach to compliance remains valid under the GDPR.

OUR POLICY

Bevan Lodge Community Pre School CIO holds data from children attending the Pre School and will archive data when children leave in accordance with Pre School Learning Alliance (PLA) recommendations.

THE DATA WE HOLD

Personal Data

As outlined in the Statutory Framework 2017 (Department for Education) and OFSTED we hold details of the children attending the Pre School. This information includes: full name, date of birth: name and address of every parent and/or carer who is known to the provider and the emergency contact details for parents and/or carers. As defined in the Statutory Framework we as an Early Years provider must "maintain our records and obtain and share information (with parents, and carers, other professionals working with the child, the police, social services and OFSTED as appropriate) to ensure the safe and efficient management of the setting and to ensure the needs of the children are met" Pg 31 Statutory Framework (Department for Education 2017).

We hold information of children and their parents and/or carers, of children whose intention is to attend Bevan Lodge Pre School in the near future having completed an application form.

Transactional Data

Details of any payments or receipts made to Bevan Lodge Community Pre School CIO whether electronically or as a hard copy are kept for seven years.

Hampshire County Council/ Rushmoor Borough Council

Information is held following receipt of applications for educational funding from Hampshire County Council or Rushmoor Borough Council. The written information is attained and written consent acknowledged giving permission to share this information with Hampshire County Council and or Rushmoor Borough Council.

Employee Information

We hold details and working records of all members of staff, contractors and volunteers. This information is only accessible by senior personnel.

PRIVACY

All parents, by completing application forms, agreed to the use of their personal details exclusively by Bevan Lodge Community Pre School CIO.

We fulfil the terms of the GDPR in the lawful processing of this data for the duration of their time with us and this information is kept safely archived for a period of time in accordance with the PLA, once the individual child has left Bevan Lodge Community Pre School CIO.

Who do we share information with?

We share information with:

- Schools that the children will be attending after they leave Bevan Lodge Pre School.
- The local authorities Hampshire County Council and Rushmoor County Council
- External agencies where we have a safeguarding or child protection concern.
- Photographs are used on our website.

Why do we share information?

We do not share any personal information with anyone without parental and or carers written consent, unless the law and policies allow us to do so.

INDIVIDUAL'S RIGHTS

We acknowledge that individuals have the right to be informed and the right to access. We will provide any person with the data that we hold on their child if requested in electronic format. However, we can refuse or charge for requests that are unfounded or excessive.

BREACHES OF DATA

Should we become aware of any personal data breach, we will notify the individual family concerned as rapidly as it is feasible. The IOC (Information Commissioner's Office) will be notified within 72 hours of Bevan lodge Community Pre School CIO becoming aware of a data breach.

Ginny Rosser
Manager

"Personal data submitted may be stored electronically but will only be used in relation to Bevan Lodge Community Pre School or to support the protection and safeguarding of the children. Statutory obligations excepting personal data will not be passed on to third parties, without your permission."