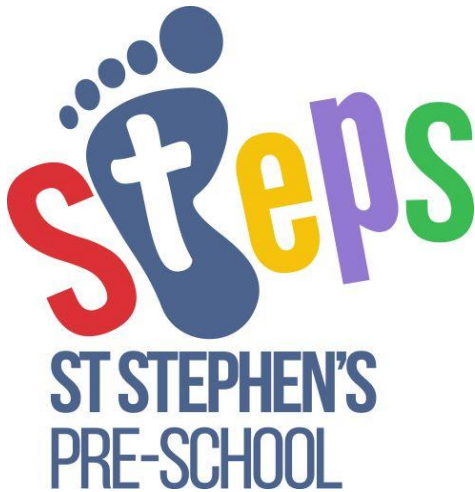


Steps Pre-School Privacy Notice



37 Waterloo Road
Tonbridge
Kent TN9 2SW
01732 363642
Registered Charity 1132563

Who are we?

This Privacy notice is provided by the PCC of St Stephen's Tonbridge, which is the data controller for your data. Steps Pre-School is a church based preschool.

The PCC of St Stephens's Church is the data controller for the purposes of the General Data Protection Regulation (GDPR). We collect personal information from you and may receive information about your child from a previous school and Learning Records Service.

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

Your personal data – what is it?

“Personal data” is any information about a living individual, which allows them to be identified from that data (for example a name, photographs, videos, email address or

address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by the Data Protection Bill/Act 2017, the General Data Protection Regulation 2016/679 (GDPR) and other legislation relating to personal data and rights such as the Human Rights Act 1998.

What data do we, as a Data controller, process?

We will process all of the following where necessary to perform our task:

Registration documents containing:

- Names, titles.
- Contact details such as telephone numbers, addresses, email addresses, emergency contact details and family details.
- Who has parental responsibility for your child
- Gender, date of birth, cultural background.
- Health and medical needs, including doctor's details.
- Development and any special educational needs.
- Formal ID, birth certificates.
- Statements of consent.
- We keep a daily record of the names of the children we are caring for, their hours of attendance and the names of their key person.

We will also obtain personal information from other sources as follows:

- Kent County Council Special Educational Needs
- Health Visitors
- Specialist Teaching Service
- Speech and Language Therapy
- Kent County Council Social Services

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Where applicable we will obtain information, which may include correspondence concerning the child or family,

This can include:

- Reports or minutes from meetings concerning the child from other agencies.
- Observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
- Child protection plans from social care and health care plans from health professionals.
- An ongoing record of relevant contact with parents
- Any court orders pertaining to your child.

Other information collected

Any other information that is requested by governing bodies that enables us to claim funding on your behalf, which will include the parent's national Insurance numbers so that we are able to check and calculate free entitlement for each child where applicable.

We collect personal data about you and your child/children to provide care and learning that is tailored to meet your child's individual needs.

- We may be required to hand children's personal files to Ofsted as part of an inspection or investigation process; or to local authority staff conducting an S11 audit, as long as authorisation is seen. We ensure that children's personal files are not handed over to anyone else to look at.
- Staff induction includes an awareness of the importance of confidentiality in the role of the key person and

information on children given by parents is only disclosed to others on a need to know basis.

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

How do we process your personal data?

The data controllers will comply with their legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

We use some of your personal data for the following purposes:

- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and
- adults-at-risk are provided with safe environments;
- To fund raise and promote our pre-school;
- To maintain our own accounts and records;
- To seek your views and comments;
- To notify you of changes to our events;
- To send you communications such as invoices and newsletters;

What is the Legal basis for processing your personal data?

Most of our data is processed because it is necessary for us to perform a task in the

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public interest, which has a clear basis in law. However, there are times when our processing of data will be under the legal basis of consent, this will be when we contact you with news of future fund raising events or newsletters and invoices.

Sharing your personal data

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent.

How long do we keep your personal data?

Records would normally be retained for a reasonable period of time after children have left the Pre-School. A retention period of three years, or until the next Ofsted inspection, after the child has left the Pre-School as a minimum

Where there are child protection investigations, we will archive our records for 25 years

We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits.

We will keep some records permanently if we are legally required to do so.

In general, we will endeavour to keep data only for as long as we need it. This means that we will securely destroy data using the guidelines above.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we

may need to verify your identity for your security. In such cases, we will need you to respond with proof of your identity before you can exercise these rights.

The right to access information we hold on you

- At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.

The right to correct and update the information we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

The right to have your information erased

- If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold.
- When we receive your request, we will confirm whether the data has been deleted or the reason why it cannot be deleted. (legal or regulatory purposes).

The right to object to processing of your data

- You have the right to request that we stop processing your data. Upon receiving the request, we will contact

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you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.

The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

The right to withdraw your consent

- To the processing of data to which consent was sought.
- You can withdraw your consent easily by telephone, email, or by post (See contact details below).

The right to object to the processing of personal data where applicable.

You have the right to lodge a complaint with the Information Commissioner's office.

Further Processing

If we wish to use your personal data for a new purpose, not covered by this notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the information

we hold about you or to exercise all relevant rights, queries or complaints to:

The Data Controller
St Stephen's Church Office
35 Waterloo Road
Tonbridge, Kent . TN9 2SW
office@ststephenstonbridge.org

You can contact the information Commissioners office on Telephone 0303 123 113 Email <https://ico.org.uk/global/contact-us/email> or at:

The information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF