Box Pre-School Playgroup
Learning through creativity and play

Data Protection Privacy Agreement

Introduction

This agreement describes how we collect, use and look after the information you provide us.
This Privacy agreement only relates to personal data collected by Box Pre-school Playgroup via:

- Application forms
- Emails,
- Letters,
- Phone calls
- .

The Data Protection Act 2018, UK GDPR, and The Information Sharing Duty (2026)

At Box Pre-school playgroup we look after your details carefully. We adhere to the requirements of the above legislation and we are registered as a data controller, which is looked after by the Information Commissioner.

What information we collect and how we obtain it

Depending on our relationship with you and the needs of the child, we may collect information from application and registration forms, conversations, telephone calls, emails, letters, observations, incident and accident records, attendance registers, assessments and learning records, and information provided by parents/carers or relevant professionals.
This may include:

- Child and family details, contact information and emergency contacts.
- Attendance, development, learning and early years assessment information.
- Health, medical, allergy, medication, disability and additional-needs information.
- Safeguarding concerns, disclosures, referrals and records of action taken.
- Payment, fee and funding information.
- Ethnicity or other equality information where collected for a specified funding, monitoring or other lawful purpose.
- Photographs, videos or learning-journal material where used in accordance with our separate policies.

We aim to collect information that is relevant and necessary for the purposes described below. If information is required by law, for a contract or to meet a safeguarding responsibility, we will explain this where appropriate. If

information is not provided, it may affect our ability to offer or safely provide a place, meet a child's needs, or fulfil a legal requirement.

Why we use personal information

We use personal information to:

- Process applications, manage a child's place, communicate with families and administer fees.
- Provide safe childcare, support each child's learning, development, health and wellbeing, and meet early years requirements.
- Respond to accidents, medical needs, emergencies and safeguarding concerns.
- Work with parents/carers and, where appropriate, other professionals to identify and meet a child's needs.
- Meet legal and regulatory obligations, including applicable education, childcare, funding, safeguarding and record-keeping requirements.
- Administer nursery education funding and grants, where applicable.
- Send essential information about the child's care and playgroup arrangements. Optional updates and communications will be handled as explained when offered.

Our lawful basis for using information

Data protection law requires us to identify a lawful basis for each purpose for which we use personal information. Depending on the circumstances, this may include complying with a legal obligation, performing our contract with a family, carrying out a task in the public interest where applicable, or our legitimate interests where appropriate and where these do not override the individual's rights. We will document the lawful basis that applies to our actual activities.

Health information and other special-category data require an additional condition under data protection law. Information about criminal allegations or offences may have additional requirements. We will identify and document the applicable condition before processing such information.

We do not rely on consent as a blanket permission for all processing. Where we rely on consent for a particular optional use, we will explain what is being requested and how consent can be withdrawn. Withdrawing consent does not affect processing already carried out lawfully or processing that relies on another lawful basis.

Sharing information to safeguard children

Protecting children and promoting their welfare is a central part of our responsibilities. We may share relevant personal information about a child, and where relevant information about a parent, carer or another person connected with the child, with appropriate organisations or professionals where this is necessary and lawful to safeguard or promote the child's welfare.

Depending on the circumstances, recipients may include Wiltshire Council and children's social care, relevant safeguarding professionals, the child's school or another early years provider, health professionals, the police, emergency services, or other agencies with a safeguarding role. We may also share

information with funding bodies and service providers where necessary for the purposes described in this notice.
The Children Act 2004, including section 16LA where it applies, and the relevant information-sharing guidance may require information to be shared in specified safeguarding circumstances. We will check whether a statutory duty applies to us and to the recipient in the circumstances. Even where that specific duty does not apply, information may still be shared where another lawful basis or legal power permits it.
We will consider what information is relevant and necessary, who needs it and for what purpose. We will share only so far as appropriate, take reasonable steps to ensure information is accurate, use a secure method, and record significant safeguarding decisions and disclosures. We will not delay necessary action where a child may be at risk.
We will usually be open with children and families about information sharing where it is safe and appropriate to do so. We may not tell a parent/carer before sharing where doing so could increase risk to a child or another person, prejudice an investigation, or where the law or safeguarding guidance advises otherwise. We will not assume that consent is always required before safeguarding information can be shared.

Other circumstances in which we may share information
We may share the minimum information reasonably necessary:

- With childcare voucher providers or payment providers to administer payments.
- With Wiltshire Council or another relevant body to administer nursery education funding or grants.
- With emergency services when needed to respond to an emergency.
- With schools or other providers to support continuity of care and learning, where sharing is appropriate and lawful.
- With professional advisers or organisations providing services to us, where they need information to perform their work and suitable safeguards are in place.
- To recover overdue fees, comply with a legal requirement, respond to a lawful request, or establish, exercise or defend legal claims.

We do not sell personal information. We do not share it indiscriminately. Any disclosure is assessed in context and must have an appropriate purpose and lawful basis.

Service providers, storage and transfers
We use Tapestry for online learning journals and may use cloud storage or other IT providers, including Google and Dropbox, to store or manage information. We use service providers only where appropriate safeguards are in place and access to personal information is limited to what is needed.
Some providers may process or store information outside the United Kingdom. Before using a provider or transferring information internationally, we will check where information is processed and ensure that the transfer is covered by an appropriate UK data-protection safeguard.

How long we keep information

We keep personal information only for as long as necessary for the purpose for which it was collected and to meet applicable legal, regulatory, safeguarding, funding and claims requirements. Some early years records must be retained for specified periods, and safeguarding records may need to be retained for longer than routine records. We use our retention schedule to decide the period for each record type and then securely delete or destroy information when it is no longer required.

Keeping information secure and accurate

We take appropriate steps to protect personal information from loss, misuse, unauthorised access, alteration or disclosure. Access is limited to people who need the information for their role. We aim to keep records accurate and up to date and will correct inaccurate information where appropriate. If we share information, we will take reasonable steps to ensure that it is relevant and accurate and will explain any uncertainty where necessary.

Your data protection rights

Depending on the circumstances and subject to legal exceptions, you may have the right to request access to personal information, ask for inaccurate information to be corrected, request erasure or restriction of processing, object to certain processing, or request transfer of information you provided in a structured electronic format. Where we rely on consent, you may withdraw it.

You can make a request verbally or in writing using the contact details in section 1. We may need to confirm identity or authority before disclosing information. We normally respond without undue delay and within one month, subject to lawful extensions in complex cases or where there are multiple requests. We do not normally charge for a subject access request, although a reasonable fee or refusal may be permitted in limited circumstances, such as a manifestly unfounded or excessive request.

A child's right to access their personal information belongs to the child. When a parent or another person asks for information about a child, we will consider the child's understanding and best interests, parental responsibility, confidentiality and any relevant legal restrictions before responding. Safeguarding and third-party information may be subject to exemptions or restrictions.

You may complain to the Information Commissioner's Office (ICO) if you are concerned about how we use your information. Information is available at https://ico.org.uk/.

Changes to this notice

We may update this Privacy Statement when our practices or legal requirements change. We will make the current version available to families and explain significant changes where appropriate. This notice should be read alongside our Child Protection Policy, Confidentiality Policy, Code of Conduct, Tapestry Policy and Photographic Policy.

Accessing your personal data held by Box Pre School Playgroup

You have the right to ask us, in writing, for a copy of all the personal data held about you. This is known as a 'data subject access request'. Upon payment of an administration fee of £10, we will collate the data requested and send it to you within the 40 day maximum period as stipulated by the Data Protection Act 1998.

Please apply in writing to:

The Data Controller
Box Pre School Playgroup
Jubilee Hall
Market Place
Box
Wiltshire
SN13 8NZ

Verifying, updating and amending your personal information

We aim to keep your records as up-to-date as possible. If, at any time, you want to verify, update or amend your personal data or preferences please contact us.

You can contact us as follows:

By post

Box Pre School Playgroup
Jubilee Hall
Market Place
Box
Wiltshire
SN13 8NZ

By telephone

01225 743794

By email:

boxpreschoolplaygroup@googlemail.com

Notification of Changes

If we decide to change our privacy policy we will advise you by sending our new agreements

Signed…….. Date…….