

TURVEY PRE-SCHOOL PLAYGROUP

The Reading Room, High Street, Turvey, Bedfordshire, MK43 8DB

Tel 01234 888970 email: admin@turveypreschool.org www.turveypreschool.org

Registered charity no.295055

General Data Protection Regulation (GDPR) Policy

Setting Name: Turvey Pre-school Playgroup **Address:** The Reading Room, High Street, Turvey, Beds, MK43 8DB **Date of Policy:** June 2025 **Review Date:** June 2026

1. Introduction

Turvey Pre-school Playgroup are committed to protecting the privacy and security of the children and families who attend our pre-school and Before and After School Club. This policy explains how we collect, store, and use personal data in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. What Data We Collect

We collect and process personal data including:

- **Children:** Name, DOB, address, ethnicity, medical needs, SEND information, attendance, observations, safeguarding records, accident and incident records, photos/videos (with consent)
- **Parents/Carers:** Contact details, NI numbers (for funding), bank details (if applicable), consent forms
- **Staff/Volunteers:** Personal details, DBS checks, employment records, bank details, training, emergency contacts
- **Visitors:** Confidential Visitors Book, Name, Contact Number

3. Why We Collect This Data

We use this data to:

- Support children's learning and development
- Ensure their safety and wellbeing
- Comply with legal and statutory requirements (e.g. EYFS, Ofsted, safeguarding)
- Claim funding (e.g. Early Years Pupil Premium)
- Communicate with families

- Monitor and improve our services

4. Lawful Basis for Processing

We process data under the following lawful bases:

- Legal obligation – to meet statutory duties
- Contract – to deliver childcare services
- Vital interests – to protect life and wellbeing
- Public task – to carry out official functions
- Consent – for optional activities (e.g. photos, outings)

5. How We Store and Protect Data

- Paper records are stored securely in locked cabinets
- Digital records are password-protected and encrypted
- Only authorised staff have access to personal data
- We regularly review and update our data protection procedures

6. Data Sharing

We only share data when necessary and lawful, including with:

- Local authorities (e.g. for funding, safeguarding)
- Ofsted
- Schools (transition support)
- Emergency services
- Other professionals (with consent or vital interest)

We do not share data for marketing purposes.

7. Data Retention

We retain data only as long as necessary:

- Child records: Until child leaves + 3 years
- Accident records: Until child turns 21 (or 24 for safeguarding)
- SEND/safeguarding records: Until child turns 25
- Financial records: 6 years from end of financial year

8. Your Rights

Parents and carers have the right to:

- Access their child's personal data
- Request corrections to inaccurate data
- Request deletion of data (where applicable)
- Object to data processing (in certain cases)
- Lodge a complaint with the Information Commissioner's Office (ICO)

9. Subject Access Requests

- Requests must be made in writing and will be responded to within one calendar month. We may request ID to verify the request.

10. Consent

We ask for written consent for:

- Use of photographs
- Outings and trips
- Sharing information with other professionals (where not legally required)

Consent can be withdrawn at any time.

11. Data Breaches

In the event of a data breach, we will:

- Notify the ICO within 72 hours (if required)
- Inform affected individuals where there is a high risk to their rights
- Keep a record of the breach and actions taken

11. Contact Us

If you have any questions or concerns about how we handle data, please contact:

Data Protection Lead: Anna Packard & Jodie Finch **Email:** admin@turveypreschool.org
Phone: 01234 888 970