

St Clement's Church Pre-School, Oxford

Data Privacy Notice

1. Who is this information for?

This information is mainly for current, former and prospective pupils and their parents or guardians.

Children's records and safeguarding records held by St Clement's Church Pre-School may also include personal data about other individuals – for example, contact details of other relatives or of professional people who are involved in the care of the child and visitors to Pre-school.

2. What is personal data?

Personal data is information that relates to a living individual who can be identified from that data or when linked to any other data which we hold or are likely to hold. The processing of personal data is governed by the General Data Protection Regulation (GDPR). Personal data includes written records and photographs.

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3. Who are we?

The Parochial Church Council (PCC) of St Clement's, Oxford is the Data Controller for St Clement's Church Pre-School. This means that the PCC is legally responsible for what personal data Pre-School keeps and how it's processed. On a day to day basis, decisions about personal data are made by the Pre-School Management Committee and the Pre-School Supervisor.

4. Where do we get personal data from and how do we use it?

We collect information from parents and may receive information about children from professionals, practitioners and agencies involved with your child including health, social work and educational professionals. We use this to:

- Support children's teaching and learning
- Monitor and report on your children's progress
- Provide appropriate pastoral care
- Assess how well Pre-School is doing
- Maintain our accounts and financial records
- Keep you informed about social and fundraising activities

We process and protect personal data by:

- Keeping it up to date
- Not collecting or retaining excessive amounts of data

- Protecting it from loss, misuse, unauthorised access and disclosure by making sure that we have appropriate organisational and technical measures in place

5. What is the legal basis for processing your personal data?

- Consent – to receive information about social and fundraising activities
- Legal obligations - including safeguarding, health and safety, equal opportunities and compliance with the Early Years Statutory Framework
- Legitimate interest – we need the data in order to provide the service

Special category data

We process the following types of “special category data”

| | |
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| Child’s ethnic origin – legal requirement | We have to ask about this by law under the Early Years Statutory Framework. |
| Child’s health – legal requirement | We ask for information about your child’s health and medical needs to comply with laws on health and safety, safeguarding and equality. |
| Religious opinions or belief – legitimate interest | On our application form we ask whether you belong to St Clement’s or any other church. This is because this is one of our admission criteria if we are over-subscribed – see our <i>Admissions</i> policy for more information. |
| Religious opinions or belief – legal requirement | When your child joins Pre-School, we ask about your family’s religious and cultural background. We use this to make sure that we treat your child fairly in accordance with the law on equality. |

6. Sharing your personal data

We will not give information about you or your child to anyone outside the setting without your consent unless the law and our policies allow us or require us to.

We are required by law to pass some information about parents and children to the Local Authority (Oxfordshire County Council) and the Department for Education.

See our *Information Sharing* and *Transfer of Records* policies for more information about how we share personal data.

7. How long do we keep your personal data?

We follow guidelines issued by the Pre-School Learning Alliance and the Church of England's Records Management Centre. Specifically,

| What? | How long? |
|-----------------------------|---|
| Application forms | 6-12 months |
| Children's information | At least until the child is 21 (24 in the case of safeguarding) |
| Children's accident records | At least until the child is 21 (24 in the case of safeguarding) |
| Financial information | 6 years + current year (January to December) |

Different guidelines give different advice and we are seeking clarification on our legal responsibilities.

8. Your legal rights

You have the following rights with respect to your personal data, subject to any GDPR exemptions:

- The right to request a copy of the personal data which we hold about you
- The right to ask us to correct any personal data if it is found to be inaccurate or out of date
- The right to ask us to erase your personal data where it is no longer necessary for us to retain it
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to ask for a restriction to be placed on further processing
- The right to lodge a complaint with the Information Commissioner's Office.

Children have the same rights as adults. If a child is not old enough to exercise their rights on their own behalf or to understand the information, a parent or guardian can do this for them.

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will tell you what we plan to do and explain why we are doing it. If we need your consent, we will ask for this before we start using it for the new purpose.

10. Related data privacy notices

- St Clement's Church Data Privacy Notice – see <http://www.stclements.org.uk/>
- St Clement's Church Employee Data Privacy Notice – contact the Pre-School Supervisor or the Parish Office (address below)

Our contact details

If you have any queries or complaints about the personal data we hold and how we use it or if you want to see a copy of the information we hold and share about you, please contact:

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| The Supervisor | Tel: 01865 202512 |
| St Clement's Church Pre-School | Email: stclementschurchpreschool@gmail.com |
| Cross Street | Website: http://stclementschurchpreschool.co.uk |
| Oxford | (copies of our policies are available on our website) |
| OX4 1DA | |

Registered Charity: 1132918

Contact details for the Information Commissioner

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate)
Website: <https://ico.org.uk/>