



Westbury Baptist Pre-school

Privacy Notice - Parents/Carers

The purpose of this Privacy Notice is to tell parents/carers about the information Westbury Baptist Preschool collect about you and your child when you register at the setting, how that information is used and with whom the setting may share that information with.

There is a legal requirement for Westbury Baptist Preschool to keep certain information in order to register a child, such as a child's name, date of birth and parents' contact details. There is also a statutory requirement to keep a record of the learning progress of each child.

We collect personal information and may receive information about your child from your previous childcare providers. Westbury Baptist Preschool holds the following data about your child:

- Name and date of birth
- Gender
- The name of your child's GP surgery
- Who has parental responsibility
- Contact details
- Learning diaries
- Attendance registers
- Personal characteristics (such as your ethnic group/religion/languages spoken)
- Any special educational needs
- Relevant medical information
- Number of hours attended that are funded by the local authority, universal and extended
- Child's 30hour code (if applicable)
- Number of private hours attended that are not paid through the local authority
- Your child's eligibility for Early Years Pupil Premium
- Whether social care are involved with your family and if so, whether your child is subject to a child protection plan, in care or a child in need and the name of the social worker.
- NI number of parents (where applicable, for funding purposes)

We hold this personal data to:

- Support your child's teaching and learning
- Monitor and report on your child's progress
- Provide appropriate pastoral care
- Assess how well we are doing
- Access free funding for your child

You have the right to be informed. We will communicate clearly with you and if you would like to receive a copy of our Data Protection Policy or information about you that we hold or share, please contact our Administrator.

We will not give information about you or your child to anyone without your consent unless the law and our policies allow us to. We are required by law to pass some information to our Local Authority and the Department for Education.