

## St Thomas' Privacy Notice

At St Thomas' Preschool we take your privacy seriously, and in accordance with the General Data Protection Regulation, we will commit to the following:

We will be asking you for personal data about you and your child/ren in order to deliver a childcare service to you. We must have a legal basis for collecting this data, and there are six lawful bases:

**(a) Consent:**

The individual has given clear consent for you to process their personal data for a specific purpose.

**(b) Contract:**

The processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

**(c) Legal obligation:**

The processing is necessary for you to comply with the law (not including contractual obligations).

**(d) Vital interests:**

The processing is necessary to protect someone's life.

**(e) Public task:**

The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

**(f) Legitimate interests:**

The processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Where we require consent, we will provide a way for you to positively make a decision about the information that you make available and how this is shared.

This information will be collected by **St Thomas' Preschool** as part of the child's induction to the setting. We will be asking for this data verbally at our initial meeting and recording it on paper forms. We will ask for this information at regular intervals to ensure it is up to date. We will do this by asking you to complete and return a data form.

The information that we require will be:

- Child's name
- Child's date of birth
- Child's age
- Child's address

- Parents' names, addresses, contact numbers
- Who has parental responsibility for the child
- Emergency contact names, addresses and contact number
- Child's doctor's name and contact number
- Health clinic/health visitor
- Child's NHS number
- Any allergies/medical history/ requirements
- Information about immunisations
- Whether the child has any special educational needs or disabilities
- Ethnic group
- Religion
- Home language

We are required to hold and use this personal data in order to comply with the statutory framework of England/Wales, Ofsted/CIW, the Department for Education and my local authority early years team. This data will be used to:

- support your child's development
- monitor and report on your child's progress
- share information about activities in our setting
- contact named people in an emergency
- share with other professionals in accordance with legislation
- ensure a contract of service is delivered and maintained
- ensure that this setting receives the statutory funding for which it is eligible.

With your permission this data may be, when necessary, shared with:

- Other professionals supporting your child, for example health visitor, pre-school, nursery, school, other health or education professional
- My local authority through the Free Childcare and Early Education Entitlement headcount and annual Early Years Census (England)
- My local authority for the purposes of funded services that they support e.g Flying Start or the Childcare Offer (Wales)
- The local safeguarding children's board or Social Services Referral and Assessment Team if I ever have any concerns about the safety of your child.
- Ofsted/CIW



**St Thomas's Church Hall, 75 Monsell Road, London, 2EF N4**  
preschoolleader@stthomaspreschool.co.uk  
TEL. 0207 354 9347

**St Thomas Preschool Data Collection Permission Form**

If you want to see a copy of the information we hold and share about you or your child then please contact **Claudine Noury**

We are required by law to keep some information about your child for a period of time after a child has left the setting. We will keep a record of this and dispose securely at the correct time.

**I am happy** for St Thomas' Preschool to use all of the personal information listed below for the purposes of supporting my child's educational needs and for this information to be shared with the appropriate parties in order for this to be accomplished.  **(Please Tick if Applicable).**

Ethnicity	FSM/Pupil Premium Status
Medical Conditions	Behaviour Incidents
SEN Status	Accident Reports
Dietary Requirements	Attendance Issues

I am NOT happy for St Thomas' Preschool to use mine or my child's data for any of the above purposes  **(Please Tick if Applicable)**

**If you change your mind at any time you can let us know by emailing**  
[preschoolleader@stthomaspreschool.co.uk](mailto:preschoolleader@stthomaspreschool.co.uk) or calling the preschool directly on 0207- 354 9347

**You can change your mind at any time, just let us know by email or phone.**

**If you have any further questions please get in touch.**

**Parent/ Carer's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please see our data protection policy for further information on data sharing, safe storage and your rights to access your data.**

**St Thomas' Photographic Permission Form**



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Child's Name: \_\_\_\_\_

Dear Parent/ Carer,

At St Thomas' we sometimes take photographs of pupils. We use these photos in books showing activities at the preschool, social media as well as on display boards around the setting.

We would like your consent to take photographs of your child/ren and use them in the ways described below. If you're not happy for us to do this, that's no problem- we will accommodate your preferences.

Please tick the relevant box(es) below and return this form BEFORE 24<sup>TH</sup> May 2018.

I am happy for the Preschool to take photos of my child

I am happy for the Preschool to take photos of my child to be used on the Preschool Website/ Social Media

I am happy for my child's photo to be used in the press ie. Newspapers.

I am happy for my child's photo to be emailed via electronic assessment program

I am happy for my child's photo to be used in internal displays.

I am NOT happy for the Preschool to take or use photos of my child.

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**You can change your mind at any time, just let us know by email or phone.  
If you have any further questions please get in touch.**

**Parent/ Carer's signature:\_\_\_\_\_ Date:\_\_\_\_\_**

