

St Marychurch Pre-school

Privacy Notice

At St Marychurch Pre-school we collect personal data. Records and personal data provide evidence for protecting the legal rights and interests of the Pre-school and provide evidence for demonstrating performance and accountability. The General Data Protection Regulation (GDPR) ensures that personal data is processed fairly and lawfully.

The legal basis for processing the data

We retain personal data for children for 3 years, or if a SEN child, until they reach the age of 25 years and for child protection records, until the child reaches the age of 24.

Committee and staff personal files will be kept for 6 years after leaving their position.

Information will be deleted by shredding paper and removing data electronically.

The main rights for individuals are:

Subject access

To have inaccuracies corrected

To have information erased

To prevent direct marketing

To prevent automated decision-making and profiling and

Data portability

St Marychurch Pre-school has a month to comply to any subject access request, although manifestly unfounded, vexatious, excessive requests, or those likely to prejudice a criminal investigation or be harmful to the wellbeing of a child to do so, can be charged for or refused. A written refusal will be made.

You have the right to complain to the ICO if you think there is a problem with the way St Marychurch Pre-school is handling your data.

Signed: _____

Position: Chairperson

Dated: _____

We aim to provide a safe, stimulating, caring, happy Pre-school where all children and their families are welcome. We provide a curriculum based on the Early Years Foundation Stage using individual children's interest and needs.