



- Special Educational Needs information
- Child development records

Employees:

- Names
- Addresses
- E-mail addresses
- Phone numbers
- National Insurance numbers
- Dates of birth
- Medical details
- Bank account details
- Personal references
- Performance records
- Disciplinary records
- Personal references

Busy Bees Pre-school only collects, uses and stores personal data where there is a legitimate requirement for the data to enable us to fulfil the day to day running of the Pre-school.

We will only use the data for its original purpose, as detailed below, and, where we need to use it for another purpose, we will contact you to obtain your consent.

We will store your data securely, in as few locations as possible and it will only be accessed by staff members as required to fulfil their job role.

We will review stored data regularly, to ensure that it is accurate and up to date and that it still needs to be stored.

We will provide you with a copy of the personal data we hold on you if you submit a Subject Data Request.

We will not e-mail you directly with information about forthcoming Pre-school events or send you a weekly Pre-school newsletter if you do not wish to be contacted in this way.

Busy Bees Pre-school does not carry out direct marketing.

Personal data is collected from parents when they first enquire about or visit Busy Bees, via our telephone enquiry logs and when they submit a completed Application Form.

Further personal data is collected when parents complete our new starter forms ahead of their children's start date and when parents complete our funding forms, when they wish to make a claim for Universal Funding or Extended Funding.

Personal data is collected from employees when they complete and Application Form as part of our recruitment process.

Further details, including bank details, are collected on their New Starter Form ahead of their start date.

We also collect Personal data as part of the initial DBS process.

<p>How we use your Personal Data</p>	<p><b>How We Use Your Personal Data:</b>  The personal data collected from parents and employees will only be used as part of our normal day to day running of the Pre-school unless prior consent has been obtained from to use their data for additional purposes.  The normal use of Personal data includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>- Contacting parents to arrange visits to the Pre-school</li> <li>- Mailing New Starter Packs to parents</li> <li>- Contacting parents to arrange home visits and open days</li> <li>- Maintaining the session bookings database</li> <li>- Maintaining parents' fees accounts and sending invoices to parents</li> <li>- Verifying Extended Funding eligibility codes via the NYCC Synergy system</li> <li>- Submitting termly funding returns via the NYCC Synergy system</li> <li>- Responding to queries about fees and funding</li> <li>- Contacting parents about forthcoming events, to include trips, parties, fundraising events, term dates and setting closures</li> <li>- E-mailing the weekly Pre-school newsletter to parents</li> <li>- Contact parents in the case of an emergency</li> <li>- Providing care for our children</li> <li>- Recording the progress of our children</li> <li>- Maintain accident records</li> <li>- Running the monthly payroll system, including process bank transfer payments through on-line banking software</li> <li>- Providing monthly salary details to HMRC under RTI requirements</li> <li>- Providing monthly salary details to our Workplace Pension provider</li> <li>- Providing references to potential employers</li> </ul> <p>Busy Bees will seek parental consent for the normal use of Personal Data within the New Starter pack.  Employees will provide their consent as part of the recruitment process.</p> <p>Parents and employees have the right to request a copy of the Personal Data we store. Such requests must be made in writing to Vicki Whitelegg at Busy Bees Pre-school and Busy Bees will respond within one month of receiving the request.</p> <p>Parents and employees also have the right "to be forgotten" and have their Personal Data removed from our records, however, this right is not available whilst their children are attending Busy Bees and whilst staff members are employed by Busy Bees. We may also need to continue to store the data to meet legal requirements.</p>
--------------------------------------	---

Storage of Personal Data	<p><b>Storage of Personal Data:</b>  The Personal Data we collect from parents and employees will be stored within a locked cabinet within Busy Bees' office or within our computer software which will be securely protected with passwords. Access will only be provided to employees who need to access the data.  Data will be stored securely to avoid loss, misuse, unauthorised access and unlawful disclosure.</p>
Children's Data	<p><b>Children's Data:</b>  As a Pre-school setting, Busy Bees collects, uses and stores children's Personal Data. There is a greater need to protect children's data as they are classed as vulnerable individuals. As our children are below the age of 16, we require parental consent to use their Personal Data.  We take additional care when processing our children's data and ensure that it is only accessed by staff members who require it to carry out their role.  Some information, such as medical or health data, may be shared with all staff members to ensure the safety of the children within the setting.</p>
Sharing Personal Data	<p><b>Sharing Personal Data:</b>  Busy Bees Pre-school does not share the Personal Data it collects and stores except with selected third parties, when required by law or to support the development, safeguarding and protection of our children.</p> <p>Busy Bees may be required to share parental, child and employee Personal Data with certain outside agencies who are involved with the safeguarding, protection and development of our children, to include the Local Education Department, the LEA SEND team, the Ofsted Local Area Designated Officer, Social Services and the Police.</p> <p>We will also share information about our children's development, to include a copy of the EYFS on-track summary with our children's receiving Primary schools.</p>
Roles and Responsibilities	<p><b>Roles and Responsibilities:</b>  All employees of Busy Bees Pre-school are responsible to ensure that personal data is collected, stored, used and disposed of in-line with Busy Bees Pre-school's Privacy Policy.  Employees must also report any data breaches immediately to the Manager and Data Protection Officer.</p> <p><b>Committee:</b>  Busy Bees' Committee has the overall responsibility for ensuring Busy Bees complies with the requirements of the Data Protection Act 1998 and GDPR.  Busy Bees Pre-school may be required to share Personal Data</p>

with the Committee regarding safeguarding issues and will be required to share employee data for the purposes of safer recruitment.

Busy Bees Committee must ensure the confidentiality of any Personal Data shared with them and not share the data with any third parties.

**Manager:**

The Manager, Tina Morley, is responsible for ensuring that all Personal Data collected and stored by Busy Bees complies with the Data Protection Act 1998, GDPR and the guidance in this policy, to include:

- Ensuring that all parents and employees are made aware of the personal data held by Busy Bees and their rights under GDPR and that they have access to this policy.
- Ensuring that all employees are fully trained and aware of their rights and responsibilities under GDPR.
- Ensuring data is only held and used for the legitimate purpose it is intended and is only accessed by those who are required to process it as part of their role.
- Obtaining consent from parents or employees where data is to be used for a purpose different from that which is was originally obtained.
- Ensuring data is only shared with legitimate third parties, with prior consent from the parent or employee.
- Ensuring all precautions are taken to ensure the safe storage of personal data, include storing paper records in a locked cabinet and using passwords to secure electronic data.
- Ensuring data is disposed of in a secure manner.

**Data Protection Officer:**

Busy Bees' Data Protection Officer, Vicki Whitelegg, is responsible for ensuring that Busy Bees complies with the terms of GDPR on a day to day basis, to include:

- Ensuring that the Privacy Policy is frequently reviewed and updated as required.
- Ensuring, where information is shared with third parties, that confirmation is obtained that any such parties comply with GDPR requirements.
- Informing The Information Commissioner (ICO) of any data breaches by the Officer within 72 hours.
- Investigating any data breaches to prevent any future incidents.
- Responding to any Subject Access Requests received from parents or employees within one month of receiving the request.
- Regularly reviewing personal data held to ensure it is accurate and up to date.

Remote Working	<p>Remote Working</p> <p>Employees working away from Busy Bees' premises must ensure the following to avoid data breaches:</p> <ul style="list-style-type: none"> <li>- Work is only carried out on a secure laptop protected by passwords, a firewall and security software.</li> <li>- Computers should be locked when left unattended.</li> <li>- Data should not be transferred onto personal storage.</li> <li>- Data should not be transferred using personal e-mail addresses.</li> <li>- Paperwork should not be left unattended out on display or in vehicles.</li> <li>- Paperwork will be transported and stored within a locked box file that can only be accessed by that staff member.</li> <li>- Paperwork should only be disposed of at Busy Bees, by shredding each document.</li> </ul> <p>Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, further information regarding the capture and storage of personal data is available from the Information Commissioner's Office at <a href="http://ico.org.uk">ico.org.uk</a>.</p>
Useful websites	<a href="http://ico.org.uk">Ico.org.uk</a>
References to other relevant policies:	Staff Handbook
Policy Monitoring and Evaluation Information:	Staff And Chairperson
Signature	S Wilson / T Morley
Review Date and next review due: Reviewed May 2018 – next review May 2019	