



## Magdalene Preschool

### General Data Protection Regulation (GDPR) Privacy Notice

Magdalene preschool is registered with the Information Commissioners Office (ICO) and abides by the guidelines the 'Statutory Framework for the Early Years Foundation Stage' specifies on the legal requirements of Information and records.

The Department of Education specifies what Early Years information must be collected in order to claim funding, namely:

- Childs full name
- Gender
- Date of Birth
- Ethnicity
- First Language
- Address

This is labelled 'personal data' which is only used to claim early Years funding, it is stored securely and only for the amount of time your child is at preschool. It is only shared with the Local Authority. In order to claim additional funding such as **30 hours, Early Years Pupil Premium** additional information is required such as parents NI number, parents Date of Birth any codes necessary for claiming funding.

The sole reason for collecting this information is to ascertain eligibility and then claim funding.

If parents do not provide the requested information then funding cannot be claimed for your child. If you wish to complain you must contact the ICO.

**In a Safeguarding situation we will share information with the required outside agencies as legally obliged.**

- Staff members who have access to the company laptop are the Manager, Deputy manager, Safeguarding officer and lead SENCO
- Sensitive information is password protected
- All staff have completed a GDPR course on line
- We are registered with the ICO and follow their requirements.

Signed.....Date.....

On behalf of the management committee