

CATERPILLARS PRE-SCHOOL (SUSSEX) LIMITED

**41. PRIVACY POLICY**

Caterpillars Pre-School collects and uses personal information about staff, pupils, parents and other individuals that come into contact with the setting. This information is gathered in order to enable it to provide education and other associated functions. In addition, there may be legal requirement to collect and use information to ensure the preschool complies with its statutory obligations.

The General Data Protection Regulation (GDPR) 2018 gives you various rights to do with the information that businesses, the Government and other organisations hold about you.

Personal information that Caterpillars Pre-Schoo0l uses and holds is covered by the GDPR Act.

This policy is to make sure you are fully aware of how we may use your personal information if your child attends Caterpillars Pre-School. It covers the areas below:

* How we collect information about you
* How we use personal information
* How long we keep personal information
* Who we share personal information with
* Where we process personal information
* Our commitment to you
* What rights you have over personal information
* Use of cookies by Caterpillars Pre-School ( Website )

**How we collect information about you**

When your child attends Caterpillars, we receive information about you and your child in a number of different ways.

You may provide us information, when you:

* Apply for, or we offer you, a place at Caterpillars
* When you let us know about a change in your personal circumstances ( for example, if you change your name or move house)

***We may receive your personal information from other organisations, such as social services or medical professionals if we are required to support them by working in a multi-professional nature.***

**How we use personal information**

We use information that we have about you and your children for business purposes. These purposes generally fall into the following areas:

1. **Administration –** This applies to past, current and potential future children and their parents/guardians

We use this information for the provision of childcare. The types of personal information we collect and use include:

* The personal details of your child; ( so we can produce registers/claim Free Entitlement)
* The payment of fees due;
* Details of the child’s family ( so we can contact you in case of an emergency – claim free Entitlement)
* Medical Information ( so we can cater for any special needs)
* Ethnic background of your child (this is collected by West Sussex County Council as part of the process to obtain Free Entitlement for your child).

1. **Provision of Education –** This applies to past, current and potential future children and their parents/guardians

We use this information to ensure your child’s development needs are catered for.

The types of information we collect and use include:

* The personal details of your child; ( so we can produce Learning Journeys )
* The development progress of your child ( so we can track and monitor your child’s Learning and development)

1. **Keeping you informed -** This applies to past, current and potential future children and their parents/guardians

We use this information to keep you updated about events at Caterpillars (e.g. to let you know about events and changes in schedules).

The type of information we collect and use include:

* Email address ( so you can access you child’s Learning Journey )
* Telephone numbers ( in case of emergencies and late notifications of closure)

Details of all events and notices will always be displayed on the main door.

**Who we share personal information with**

Generally we only use your information within Caterpillars. There are some occasions when we need to share personal information about you and/or your child with third parties. These are:

* If you choose to pay for Caterpillars using vouchers (e.g. Childcare vouchers) we will share the minimum amount of your personal information necessary with the voucher scheme operator so they can identify you and make the appropriate payments to Caterpillars on your behalf.
* If your child is entitled to early years free Entitlement, we are required to share your personal details with West Sussex County Council in order to identify your child and prove entitlement to funding.
* At times, we receive requests for information from schools, government departments, the police and other enforcement agencies. If there is a proper legal basis for sharing your personal information, we will provide it to the organisation that is asking for it.
* We may on occasion use your personal information for the purpose of recovery of overdue fees.
* In case of emergency, we may need to share with the emergency services details of your child including details of medical conditions as provided to us by you.

**Where we process personal information**

We only process personal information for the purposes of your child’s learning and development and to assist the efficiency of the setting.

We only store and use your personal information in the United Kingdom.

The following are who we process this information with and brief details of the information processed:

**Please note that** **your consent is required for us to process any information with the listed Data Processors. Consent and your right to object will be obtained at the point of first communication. The full details of information supplied are provided on the consent forms.**

* **Kindersoft** – management software to assist in the day to day management of the setting.

1. Produces daily registers includes child’s name and date of birth
2. Parents/carers emergency contact details
3. Medical details encase of emergencies
4. Recording of accidents/Incidents for monitoring purposes

* **Tapestry** – Online Learning Journey. This is software system to enable observations and assessments to be recorded and monitored, so as to provide appropriate support for your child’s learning and development. It is also used to notify you of events and changes to schedules at the setting.

1. Parent/Carers email address
2. Child’s name and Date of Birth
3. Images of child

* **Vulnerable Learners Audit Tool** – West Sussex tool to support settings in the identification of vulnerable children and learners. (Vulnerable in the context of this audit is: children that are identified as needing additional support to enable them to achieve positive well being). This process is paper form and shared via emails and discussions.

1. Child’s name and Date of Birth
2. Primary School child transitioning to
3. Parent/Carer background information
4. Families local family centre

* **Integrated Early Years progress Check and the Healthy Programme Review** –This review is completed when a child is 2 – 2 ½ years old with their early education provider and the health visitor. The appointment will be held at Caterpillars. This process is paper form and shared via discussions and emails.

1. Child’s name and Date of Birth
2. Families home address
3. Child’s learning and development progress

* **Transitions to primary school/nursery** – This process enables us to share your child’s learning and development progress so that the new setting will be able to continue their learning and development journey without hindering your child’s progress.

1. Child’s name and Date of Birth
2. Child’s learning and development progress
3. If appropriate – Social Services reports
4. If appropriate – Individual Educational Plans/Strategies used to support a child’s learning and development

**How long we keep Personal Information**

We are required to keep certain personal information including registers, medication record books and accident books pertaining to the children for at least 3 years after the child has left Caterpillars. This is in order to comply with the ‘Early years Foundation Stage Welfare requirements’ (given legal force by Childcare Act 2006) and other legislation (e.g. Limitation Act 1980/The Statute of Limitations (Amendment) Act 1991).

**What rights you have over your Personal Information**

You have certain rights over your personal information. Most importantly, you have a right to ask for a copy of all personal information we hold about you but there are some legal expectations to this, such as information which is confidential to Caterpillars. If you would like a copy of your personal information, you should contact our Manager: Cathie Clark. Who will process your request under the terms of our Subject Access Policy (see Subject Access Policy/Procedures).

**Use of Cookies by Caterpillars**

When someone visits [www.caterpillars.net](http://www.caterpillars.net) we collect standard internet log information and details of visitor patterns. We do this to find out things such as the number of visitors to the various parts of the site. We collect information in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting our website. We will not associate any data gathered from this site with any personally identifying information from any source. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to then owners of the site.

The only cookies we use are to allow us to find out more about people that use our website so that we can improve it and make it more user friendly. You may delete and block all cookies from this site:

**Click the padlock symbol in the search bar, this will allow you to delete and block all cookies.**

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| --- | --- | --- | --- |
| **Cookie** | **Name** | **Purpose** | **Where to find out more** |
| Google Analytics | **\_**utma  \_utmb  \_utmc  \_utmz | All cookies listed for Google are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages visited.  Note: We do not share this information with 3rd parties. | Google Privacy Policy |
| Wix | XSRF-TOKEN  hs  svSession  \_utma  \_utmz  \_ga  \_gac-UA-2117194-1  \_pxvid  \_wixAB3/071db49e-6040-4ele-abcf-c37a7b015749  \_wixCIDX  \_wixVIDX  \_wix-browser-sess  Fs\_vid  Incap\_ses-869-133957  userType  Visid-incap-133961  wixClient  wixLanguage  incap-ses-375-1197397  incap-ses-869-133961  wixSession2 | All cookies listed for Wix are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages visited.  Note: We do not share this information with 3rd parties. | Wix privacy Policy |

**Our Commitment To You**

We will process your personal information in line with the General Date Protection Regulation Act 2018. This means that we will;

* Only collect and hold information about you which we need for specific reason;
* Keep your personal information up to date and accurate ( to help us do this, please let us know if any of your details change);
* Take appropriate steps to protect your personal information from being used without permission, or illegally, and to safeguard your rights; and
* Destroy your personal information in a secure way once we no longer need it.

This policy was adopted by the Manager of Caterpillars Pre-school on 4th April, 2023

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Name of signatory: Catherine Clark Role of signatory: Manager