**Consent Form (Please return to St Peter’s Pre-school)**

St Peter’s Pre-school Privacy Policy

**Our contact details.**

Address: St Peter’s Pre School, Winslow Vestry, St Peter’s Church, Church lane, Droitwich, Worcestershire, WR9 7AN

Phone Number: 07980070023

E-mail: stpetersdroitwich@gmail.com

**The type of personal information we collect.**

We currently collect and process the following information:

* Childs name
* Your Name
* Your phone number
* Your Email address
* Payment details.
* Details of your child’s family members

We also collect some sensitive information to provide adequate care and to obtain funding for your child:

* Ethnic background
* Medical information

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* Provide adequate care and education for your child.
* Emergency contact information
* Information for funding purposes
* Informing you of upcoming events

We also receive personal information indirectly, from the following sources in the following scenarios:

* If you transfer from another pre school setting we may receive personal information regarding your child from the previous setting

We may share this information with:

* Worcestershire County Council
* OFSTED
* Department for Education
* Safeguarding Children Board
* Additional Childrens Agencies (e.g. Speech & Language, Health Visitors)
* Emergency Services
* Other care settings
* Future care settings e.g. First School

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You can remove your consent at any time. You can do this by contacting the Pre School-Manager on** [stpetersdroitwich@gmail.com](mailto:stpetersdroitwich@gmail.com)

**(c) We have a legal obligation.**

**(f) We have a legitimate interest.**

**How we store your personal information**

Your information is securely stored.

We keep personal information for up to 18 months from when your child leaves the pre-school. We will then dispose of your information. Unless we are legally obligated to keep it for longer.

**Your data protection rights.**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [stpetersdroitwich@gmail.com](mailto:stpetersdroitwich@gmail.com) if you wish to make a request.

**How to complain**

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent(s)/Carer(s) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give my/our consent for St Peter’s Pre-school to retain and use the personal information listed in the privacy notice.

**Photographs**

During the course of your child’s time at St Peter’s Pre-school we take pictures to show their progress, we would like to share the photos with you and use selected photos for social media. In order for us to use the photographs we need you to opt in, please selected below which option(s) you are happy with:

Evidence of your child’s learning journey either on tapestry or in the journey file

Display boards within St Peter’s pre-school building

Use on the website

Use on social media sites and newspapers

I hereby consent that I am in a position to give consent for the use of personal data listed above.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_