

Collaton St Mary Pre-School

Privacy Notice for Data Collected on Registering an Interest Form

Collaton St Mary Pre-School
The Parish Rooms
Blagdon Road
Paignton TQ3 3YA
Tel: 01803 668810
email: admin@collatonstmarypreschool.co.uk
Ofsted No: EY500114
Charity No: 1164816

Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

We collect personal data about you and your child in order to place your child on our waiting list and contact you with regard to confirming your child's place, arranging visits and providing you with a Welcome Pack prior to your child starting with us. Health, medical, developmental and special educational needs are requested to enable us to provide any extra provision that your child may need before they start with us.

Personal details that we collect about your child include:

- your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs.

Personal details that we collect about you include:

- your name, home address, phone numbers and email address.

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

- Storing your data in our waiting list folder which is kept in a secure cupboard.

How long do we retain your data?

We retain your data until your child starts attending our Pre-School or you notify us that a place is no longer required.

We will never share the data you provide on the Registering an Interest form with any other organisation to use for their own purposes.

Your rights with respect to your data

You have the right to:

- request access, amend or correct your or your child's personal data
- request that we delete or stop processing your or your child's personal data, for example where the data is no longer necessary for the purposes of processing.

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.