

Handsworth Pre-School Privacy Notice: Trustees

(Data protection and Privacy)



1. About this Privacy Notice

Under data protection law, you have a right to know about how Handsworth Pre-School uses the personal data we hold. This privacy notice explains how we collect, store and use personal data about you in your role as a member of our Parent Committee who has taken on a named role¹. In this role, you are considered as a ‘Trustee’ of the Pre-School and as such, we may request additional personal information from you. The personal data of parents/carers who are members of the Committee, but who do not take on a named role, falls within the scope of our Privacy Notice for all parents.

If you have any questions about data and privacy, please speak to the Pre-School Leader or the Administrator. More information is also available in our Data Collection and Privacy Policy.

2. Why We Collect Personal Data: Our Legal Framework

We are required by law to collect, hold and use (or ‘process’) data and information about you in your role as a Pre-School Trustee.

The Charity Commission (which regulates Pre-School as a registered Charity) requires us to hold certain information about you.

We are required by the Early Years Foundation Stage to perform checks to ensure that all people looking after children are “suitable to fulfill the requirements of their role”. Whilst in general this applies to staff who are employed by Pre-School, we extend this expectation also to the members of our Parent Committee who take on a named role.

As part of our registration, we are required by OFSTED to inform them about who undertakes leadership roles within the Pre-School, including some roles within the Parent Committee.

Our contract with the Local Authority² also requires us to ensure that the Pre-School is effectively lead and managed and this includes the role of the Parent Committee.

3. The Personal Data We Hold

The data we collect, use, store and share (where appropriate) includes, but is not restricted to:

- Your name, date of birth and gender; address, telephone number, email address and other relevant contact details
- Your national insurance number; and copies of documents required to confirm your identity and to initiate enhanced criminal records checks (DBS) through the Captia website.
- Information about your background; criminal records, convictions, court orders, reprimands, warnings or cautions etc. as required to complete DBS checks.

¹ The Chair, Vice Chair, Secretary or Treasurer

² “the Local Authority” – The London Borough of Waltham Forest

- You may have shared your bank details with the Pre-School Treasurer, in order to have expenses paid directly to you.
- You may have shared your telephone number, email address or other contact details with other members of the Committee or interested parents, in order to keep in touch with Committee activities.
- You may have either completed, or contributed to, minutes of meetings or be recorded in discussions at Committee Meetings; or appear in accounting records.
- You may have made, or been the subject to, a Complaint; or involved in Whistleblowing activities.

4. How We Use Your Data

We hold information about you in order to meet the requirements set out by the Charity Commission; and to perform enhanced criminal records checks sufficient to confirm you are suitable for the role for which you have volunteered.

We hold information about you in order to meet the contractual requirements of the Local Authority;

We hold information about you as required by our registration with OFSTED as an early years provider.

We may process data in order to pay expenses or bills.

5. How We Store Data

Maintaining your privacy and the confidentiality of your data and information is important to us. Most of the data we receive from you about yourself and/or your family is held through the forms we ask you to complete when you take on a named role in the Committee. All paper forms, record books etc. are held securely in lockable filing cabinets in the Pre-School Hall. The filing cabinets are housed in the cupboard. This cupboard is locked when Pre-School is not in session. Any information held on computer (telephone numbers, email addresses etc.) is password protected.

We have a Data Protection and Privacy policy, which is regularly reviewed.

6. How Long We Keep Records

Our Data Protection and Privacy policy sets out retention periods for the data we collect. We will not store or keep personal data for longer than is necessary or required by law. When we destroy records, we shred paper records; and any electronic files are deleted.

The majority of the data and records we keep will be destroyed following the Annual General Meeting when you step down from your role in the Committee.

However, the law does require us to keep some records. Full details are set out in our Date Protection and Privacy policy. In summary:

DBS check information – The initial information you give us in the DBS form, in order to proceed with the online checks is shredded once the Administrator authorises the information on the Capita website. The outcomes of the DBS checks are retained for your period in office.

Accounting Records – held for six years, as required by the Charity Commission.

Minutes and Notes of Meetings – held for the lifetime of the Pre-School, in line with Charity Commission guidelines.

Complaints are held for at least six years after the resolution of the complaint.

7. Data Sharing

In general, we seek your consent before sharing your data, and will explain to whom the data will be shared and why it might be helpful to do so.

We are required to share personal data with our regulatory authorities including but not limited to the Charity Commission, OFSTED and the Local Authority.

We share the personal information you provide when you complete your DBS check form with the government's Disclosure and Barring Service. This is managed online by Capita Recruitment and Vetting Service.

We are required by law to share data with Statutory Authorities³ if there is a safeguarding concern.

We may share your data, in line with the law, if you have become involved in Whistleblowing.

If we suspect illegal activity in the running of the Pre-School, we will share personal details with the Police. We will also comply with data requests from the Police, Courts or other statutory or regulatory bodies should they be investigating possible illegality.

With your permission, your bank details may be shared with our bank, in order to pay expenses and bills.

In general, we would expect only the Administrator; Pre-School Leader (or in her absence, should the need arise, her Deputy) to have access to your personal information. If appropriate, should a complaint be made, the Chair of the Committee may also ask to see the records we hold on you. If a complaint is made against the Chair of the Committee, another named member of the Committee (Treasurer, Vice Chair or Secretary, for example) may have access to your data, should it be considered necessary and appropriate for them to do so; or be required by the law or by our regulatory authorities.

We will not share your data to other third parties without your permission unless the law requires us to do so. We will never sell your data to third parties for marketing purposes; or use your data to make automated decisions.

8. Your rights

You have the right to:

- Ask to see, amend or update your personal data
- In certain circumstances, ask that we delete, destroy or stop processing your personal data
- Ask that we transfer your personal data to another person

³ "Statutory Authorities" - The Local Authority; Social Services; the Police; and the National Society for the Prevention of Cruelty to Children (NSPCC)

If you wish to exercise any of these rights, please speak to the Pre-School Leader or the Administrator. You may be asked to put your request in writing.

9. Complaints and Contact Details

In the majority of cases, we would expect that we would be able to respond to any questions or comments about how we collect and use your personal data sufficient to satisfy any concerns you may have. However, if you remain dissatisfied after speaking to staff you may:

- Make a formal Complaint to Pre-School, following our Complaints Procedure. (Details are in the Parent Handbook and in our Complaints Policy, which is published on our website.)
- Make a complaint to the Information Commissioner's Office (ICO). You can contact the ICO online, (www.ico.org.uk); or by phone (030 123 1113). You can also write to them at: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

10. Review

This Privacy Notice will be subject to regular review. Copies of updated or new versions of this Notice *will* be sent to Trustees when applicable.