

**Handsworth Pre-School Privacy Notice: Volunteers, Work Experience  
Students and Visitors to Pre-School  
(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 you have given us. This privacy notice explains how we collect, store and use personal data about you.

This Privacy Notice applies to all adults who volunteer with us; and visitors who may also provide us with personal information whilst they are in the setting. It also applies to young people in the setting for work experience.

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 and Contractual Framework**

We are required by law to collect, hold and use (or ‘process’) data and information about you whilst you are volunteering at Handsworth Pre-School.

The Early Years Foundation Stage (EYFS) requires us to have effective systems in place to ensure the suitability of anyone who is likely to have regular contact with children. This includes undertaking enhanced criminal records checks (DBS checks) for anyone who may have regular contact with the children.

If you volunteer with us regularly, or are with us for work experience, we may also need to request information about your health and wellbeing. In particular, we may also have to confirm that any medication you may take does not impair your ability to be with children; and to confirm any dietary needs or allergies.

Safeguarding requirements also establish the need for us to know who is in the setting during our operating hours. We maintain a visitor’s book and ask that visitors sign in and out.

The EYFS requires that all the data is held securely and only accessible to those who have a right or a professional need to see.

## **3. The Personal Data We Hold**

The data we will collect will vary according to the role you are taking on whilst at Pre-School. When we request personal information, we explain why the data is needed and how it will be used. Some, but not necessarily all of the data below may be requested. We may also ask for additional details not included in the list if we need to do so to.

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

- Your name, address, telephone numbers, date of birth, gender, qualifications and work history and copies of documents confirming these details.
- Your next of kin and emergency contact details
- Information confirming background checks including enhanced criminal records checks (DBS); and references (as appropriate)
- Information about your health, medication and medical conditions and/or any information you give us about dietary needs/allergies.
- Accident records, including those required by the Control of Substances Hazardous to Health (COSHH) regulations.
- Records of your attendance and absences (if appropriate: for example, for work experience)
- Any information recording any safeguarding concerns; Whistleblowing or Complaints.
- Your picture may appear on the Pre-School website; newsletters or other information/publicity documents.

#### **4. How We Use Your Data**

We use your personal data to, for example:

- Confirm that are suitable to work alongside staff in Pre-School on a voluntary basis. This may include undertaking enhanced criminal records (DBS) checks.
- Record that you were on Pre-School premises on specified dates and times

The majority of the information we collect and hold on you is mandatory in order to fulfill or evidence our legal and regulatory requirements. We will make it clear when we collect personal information that is optional, and you have the right to withdraw or withhold this consent at any time. If we consider that your withdrawal or withholding of consent will result in children or staff being placed at risk, we may decline or end your placement.

#### **5. How We Store Data**

Maintaining your privacy and the confidentiality of your data and information is important. Most of the data we receive from you or about you is held on paper. Data about adult volunteers is kept in individual files. Data about work experience students is kept within our 'work experience' file. Visitors' records are in our Visitors Book, or in records of meetings and conversations held by staff.

Reports, reviews, notes of meetings etc. concerning children with special educational needs, or safeguarding concerns, will be held on individual children's files.

All files are held securely in lockable filing cabinets in the Pre-School Hall. The filing cabinets are housed in the cupboard which is locked when Pre-School is closed.

Some records, for example notes of meetings or email conversations may be held electronically usually by (but not limited to) the Pre-School Leader; the Deputy Leader/SENCO; Safeguarding leads; and/or the Administrator.

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 law requires us to keep some or all of your data for certain periods of time. Full details are set out in our Data Protection and Privacy policy.

In summary:

- Application or contact detail forms and supporting documentation will be held for 6 years after you finish volunteering with us.
- 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 six years after you finish volunteering at Pre-School.
- Records of complaints, grievances, Whistleblowing etc. made by or involving you, will be held for 6 years after you finish volunteering with us. Records of unfounded safeguarding/child protection allegations must be kept until your normal retirement age or 10 years after the date of the allegation, whichever occurs soonest. Records of allegations found to be malicious must be deleted once the outcome has been confirmed by the relevant statutory authorities.
- If you are under the age of 18, and staff have concerns about your safety or welfare, records of safeguarding action and/or referrals must be held until you are 25 years of age.
- Records of accidents or reportable incidents must be kept for 3 years after the date the record was made. Incidents recordable under COSHH regulations must be kept for 40 years after the date of the last entry.
- The Visitors Book(s); records of meetings, minutes etc. will be kept for the lifetime of the Pre-School.
- Records of meetings, inspections, audits etc. that may contain personal details of those undertaking the inspection, audit etc. will be held for the lifetime of the Pre-School.
- Records that may have been produced during or resulting from visits to Pre-School by other professionals and contain personal details of these professionals (e.g.: name, telephone number), must be held until the child who is the subject of the reports is 25 years of age.

## **7. Data Sharing**

The law requires us to share some personal information. This includes sharing data with:

- statutory authorities if there is a safeguarding concern
- the Local Authority and the Department of Education

- OFSTED when they come to inspect us.
- other regulatory authorities that may need access to our records, for example, financial auditors or health and safety inspectors or organisations.

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.

If you are at Pre-School on work experience (whether as a young person or an adult learner), we will also share data with your sponsoring organisation as required by law; in line with our data, safeguarding and/or work experience, or other relevant policies; and/or in line with agreements made when the placement was established.

We will not share your data with any 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

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 to 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 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](http://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 you when applicable.