



# Fairfield Playbox

## Data Privacy Notice for Parents and Children

Fairfield Playbox  
Kingston Methodist Church  
Fairfield South  
Kingston-upon-Thames  
KT1 2UJ

Email [kmcplayboxpreschool@gmail.com](mailto:kmcplayboxpreschool@gmail.com)  
Telephone 020 8546 3213 (during hours of operation)

### Introduction

Fairfield Playbox is 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 to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for funded childcare as applicable.

Personal details that we collect about **your child** include:

- your child's name, date of birth, ethnicity, address, any medical conditions and dietary requirements, GP name and telephone number, any special educational needs, language spoken at home, religion, if attending Kingston Methodist Church, attendance at any other childcare settings and their level of development against the early learning goals.

Where applicable, we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about **you** include:

- your name, home and work address, phone numbers, emergency contact details and family details,

This information will be collected from you directly in the registration form.

If you apply for funded childcare, we will also collect:

- your national insurance number and may also collect information regarding benefits and family credits that you are in receipt of.

### **Why we collect this information and the legal basis for handling your data**

We use personal data about you and your child in order to provide childcare services and to fulfil the contractual arrangement you have entered into with us. “Legitimate interest” is the lawful basis for processing most of the personal data that we collect. This includes using your data to:

- contact you in case of an emergency
- to support your child’s wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment of your child’s progress and to identify any areas of concern
- to maintain contact with you about your child’s progress and respond to any questions you may have
- to process your claim for funded childcare (only where applicable)
- to keep you updated with information about our service

With your written consent, we will also:

- a) record your child’s activities in photographs and videos for their individual learning record and Playbox records
- b) take your child to a hospital in an emergency, so that you can meet them there and give consent for any medical treatment required
- c) share information about your child with the Early Years Inclusion and Improvement Adviser that an application can be made for an Early Years Health Care Plan and/or Playbox can apply for funding from the Early Years Inclusion Fund
- d) share information with the Local Authority through the online portal for funded childcare if you apply for and receive funded childcare
- e) share information about your child’s progress, recorded on a ‘Transition Document’, with the school or next setting to which he/her moves after leaving Playbox

You will have the opportunity to withdraw your consent at any time by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending.

### **Who we share your data with**

In order for us to deliver childcare services, we will also share your data as required with the following categories of recipients:

- the Fairfield Playbox Management Committee (if and when needed on a confidential basis)
- Ofsted – during an inspection or following a complaint about our service
- banking services to process chip and pin and/or direct debit payments (as applicable)
- the Local Authority, if you claim funded childcare
- the government’s funding eligibility checker (as above)
- our insurance underwriter (if required)
- our setting’s software management provider (only if applicable)

We will also share your data if:

- we are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children; for example by sharing information with social care, health services or the police;
- it is necessary to protect our, or others, rights, property or safety
- we transfer the management of the setting, in which case we may disclose your personal data to the new management so they may continue the service in the same way.

We will never share your data with any other organisation to use for their own purposes.

### **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:

- keeping hard copies of the personal data locked in the Playbox cupboard to which only the Manager has access
- ensuring that the Playbox mobile phone, which contain telephone numbers for use in an emergency, is kept in a locked cupboard when not in use
- not keeping any personal data on any other electronic devices, except for details of financial transactions which are maintained on a password-protected device

### **How long do we retain your data?**

We retain your child’s personal data for up to 3 years after your child no longer uses our setting. Medication records and accident records are kept for longer according to legal requirements. Your child’s learning and development records are maintained by us and handed to you (as well as the next setting or school) when your child leaves.

On leaving the setting:

- Tapestry journals will be downloaded and sent to you as a pdf document
- An electronic copy can be transferred to a new setting if applicable
- The account will then be de-activated

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements.

### **Automated decision-making**

We do not make any decisions about your child based solely on automated decision-making.

## **Your rights with respect to your data**

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person

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/](http://ico.org.uk/).

## **Changes to this notice**

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

This updated policy was approved on 12.6.25

Signed on behalf of the Management Committee by Alan Clatworthy

(Chairperson).....