



Record keeping

RK2 Privacy Notice

Policy statement

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 expectation.

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

Procedures

When we have offered your child a place at our setting we will send you our registration form which we want you to fill in the personal information section prior to you attending your child's Induction Meeting.

At this meeting we will discuss the information you have provided, explain why we need it, and fill in any other sections of the form once the details have been discussed with you.

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:

- Name
- Date of birth
- Home address
- Health and medical needs
- Development needs

- Additional needs

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

We may collect this information in a variety of ways. For example, data will be collected from you directly in the registration form; from identity documents; from correspondence with you; or from health and other 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:

- Name
- Home address
- Contact telephone numbers
- Emergency contact details (including contact telephone numbers)

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

If you apply for additional funding (such as 30 hours funded or 2 year old funding) we will also collect your National Insurance Number or Unique Taxpayer Reference (UTR) if you are self-employed. We may also collect information regarding benefits and family credits that you are in receipt of. Please note that if this information is not provided, then we cannot claim funding for your child.

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 fulfil the contractual arrangement you have entered into. This includes using your data to:

- Contact you in case of an emergency
- Support your child's well-being and development
- Manage any special educational, health or medical needs of your child whilst at our setting
- Carry out regular assessment of your child's progress and to identify any areas of concern
- Maintain contact with you about your child's progress and respond to any questions you may have
- Process your claim for up to 30 hours funded childcare (only where applicable)
- Keep you updated with information about our service
- to contact you in the case of an emergency
- to process your claim for free childcare, if applicable

- to enable us to respond to any questions you ask
- to keep you updated about information which forms part of your contract with us
- to notify you of service changes or issues
- to send you our newsletter

With your consent, we will also record your child's activities for their individual learning record. This will include photographs and videos.

We have a legal obligation to process safeguarding related data about your child should we 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:

- Ofsted - during an Inspection or following a complaint about our service
- The Local Authority (for claiming funding - either 2 year old, Universal or Extended)
- The governments eligibility checker
- With the school that your child will be attending, when s/he transfers, 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 or the police
- It is necessary to protect our rights, property or safety
- We will never share your data with any other organisation to use for their own purpose

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:

- Securely filing 'hard copy' data in a locked fire-proof cabinet when the setting is closed. During the session staff have access to this information in order to provide the best care to your child
- Using a secure online system (Google Drive) to store data electronically. All computers have security protection installed. All systems are password protected. Staff keep these passwords secure and regularly change them.
- When a staff member leaves our employment we disable their email account and deny them access to the online learning journal system.
- When a member of the management team leaves our employ we change all other passwords.
- When emailing parents as a group we send it BCC so that parents do not have access to each others email addresses.
- When a child leaves our setting, we delete the parents' email address from our address book.

How long do we retain your data?

We retain your child's personal data for up to 3 years after you child no longer uses our setting. Medication and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and will be available on tapestry for you to download when your child leaves. For Tapestry Learning Journals, this will be in the form of a download to your email address.

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.

Your rights with respect to your data

You have the right to:

- Request access, amend or correct your personal data (for you and your child)
- 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; 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 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.

Legal framework

- General Data Protection Act 2018

This policy was adopted by

Little Fishes Preschool

On

04/03/2020

Date to be reviewed

Reviewed: Summer 2022

Next review: Summer Term 2024

Signed on behalf of the provider

Maggie Mann - Chairperson

Tracy Parkins - Manager
