



PRIVACY NOTICE

The EU General Data Protection Regulation (GDPR) defines how organisations control and process personal information regardless of whether the data is stored electronically, on paper or other materials. To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

This policy gives an overview of how we protect your data and right to privacy.

What information do we hold about you and your children?

There are two different types of records:

Developmental Records including:

- Information from you
- Details about your child's learning and development at home
- A copy of your child's statutory 2 year progress check
- Observations of your child's learning
- Assessments, individual planning and regular progress summaries

Personal Records including:

- Personal details required by the statutory frameworks and/or the Local Authority for funding purposes
- Contractual details including attendance registers and fees information
- Emergency details including your contact details and records of your child's health and care needs.
- Safeguarding and child protection records.
- Any records required to support your child such as shared information from other agencies and professionals.

Why do we collect this information?

We do this to comply with the Early Years Foundation Stage (2017) and the Childcare Register (2016).

While the majority of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In this case, we will inform you if you have a choice in this and you will be able to withdraw your consent at any point.

How will it be used and who will it be shared with?



All information is treated confidentially and only shared when there is a need for it to be shared, ideally with your permission in advance for sharing. Some examples include:

- Other settings or agencies involved in your child's care
- Your health visitor - a copy of your child's 2 year progress check
- Local Authorities for the purposes of the 2, 3 and 4 year old funding offer
- HMRC and Tax Credits when requesting information about income and expenses including your invoices and payments

For our Learning Journals the nursery shares information electronically with Tapestry such as assessments of children's performance, notes, and photographs of the children

How long is the information going to be kept?

Under the new legislation we are required to inform you how long the nursery is retaining the information about you and your children. You will find more details of all the different data in our Retention Policy.

How do we ensure your data is accurate?

The nursery amends data about you and your children as soon as it is aware of any changes and carries out regular updates. You have the right to access your personal data and the right to have information corrected. To make a request for your personal information or to amend any details please contact the nursery manager.

How do we process all your information?

Paper documents are stored in a locked cupboard at the nursery when not in use. Some documentation is retained at the Treasurer and Manager's premises in a lockable file boxes or cupboards.

Electronic data is processed through tablets, computers and laptops including regularly updated antivirus software and documents are password protected whenever possible.

Please see our Data Audit for full details of all the information we hold and how it's managed. This information is available upon request.

How do we delete your data?

Paper:



Files held in paper format, including photos of children, are either handed to parents when the child leaves or goes to school or they are shredded when no longer required.

Online:

Files held in relation to children and their families on the computer are deleted when no longer required.

Learning Journals held on Tapestry can be exported once the child is about to leave the setting and, at this point, parents will be notified of the period available to retrieve their information. After this period their journals will be permanently deleted.

How can you make a complaint?

If you think the nursery is not processing your information appropriately or there has been a data breach you can contact:

Office for Standards in Education - Ofsted can be contacted in the following ways: email – enquiries@ofsted.gov.uk phone – 0300 123 1231; address – Piccadilly Gate, Store Street, Manchester M1 2WD. Please refer to our Complaints Policy for more information.

Information Commissioners Office - if you are concerned about a data breach, you can contact ICO <https://ico.org.uk/for-organisations/report-a-breach/>

Contact

If you would like to discuss anything in this privacy notice, please contact the nursery manager.