

General Welfare Requirement: Organisation

Providers must maintain records, policies and procedures required for the safe and efficient management of the setting and to meet the needs of the children.



Record keeping

Privacy Notice

Policy statement

Our record keeping systems including storing and information sharing that meet legal requirements within the framework of the General Data Protection Regulations 2018 and the Freedom of Information Act 2000. This policy and procedure is taken in conjunction with our Children’s Records, Confidentiality Policy and Information Sharing policy.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.1 Observation, assessment and planning	

Rotherfield Village Pre-school
 Rotherfield Recreation Ground
 North Street
 Rotherfield TN6 3LX

Introduction

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 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 free childcare as applicable.

Personal details that we collect about your child include:

- your child's name, date of birth, address, health, dietary and medical needs, development needs, and any special educational needs.

If required, 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
- Your National Insurance number for purposes of funding from the Local Authority.
- This information will be collected from you directly either in the registration form or on the Funding Forms.

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 and early education services and fulfil the contractual arrangement you have entered into. 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 keep you updated with information about our service

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken, by confirming so in writing. All images deleted from our systems when the child leaves the setting.

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 (see *Transfer of Records* policy).

Who we share your data with:

In order for us to deliver childcare and early educational 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
- our insurance underwriter (if applicable)
- the Local Authority (where you claim up to 30 hours free childcare, as applicable)
- our setting software provider, Tapestry
- the school that your child will be attending

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 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:

- Locking all paper documents containing data in a filing cabinet in the locked office. The key to the filing cabinet is kept in a lockable key safe – only 3 senior staff members have access to this key safe.
- Our PCs are password protected and have up-to-date spy and malware software installed.
- Only allowing authorised staff members to access data, and ensuring they are aware of our confidentiality policy.
- Not keeping confidential data off-site.
- Using password protected accounts to access Tapestry, as well as pin codes for the pre-school owned iPads.

How long do we retain your data?

We retain your child's learning journal for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records on Tapestry are made available for you to download, and then deleted by us once your child has left.

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 (see our Children's and Provider Records policies).

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 have 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 Regulations (GDPR) (2018)
- Human Rights Act (1998)

Further guidance

- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2015)

This Policy was reviewed by	Liz Burnett – Office Manager
Adopted by	Rotherfield Village Pre-School Staff and Directors
Read and agreed by	
Date	April 2018
Review Date	April 2019 or before if required