



**MARCH 2020**

## **HIGH WYCH PRE-SCHOOL NURSERY**

### **Privacy Notice - How we use children's information**

The Data Protection Officer with responsibility for monitoring this privacy notice is Jacqui Thorp.

#### **Why do we collect and use children's information?**

High Wych Pre-school Nursery will record, process and keep personal information on you and your child in accordance with the General Data Protection Regulations 2018.

We use this data to:

- Support children's learning
- Make assessments on children's development
- Safeguard the children in our care in accordance with relevant legislation
- Comply with Government legislation
- Assess the quality of our services
- Contact you regarding your child.

#### **High Wych Pre-school Nursery collect, hold and share two kinds of records on children attending our setting.**

##### *Developmental records*

These include:

- Developmental information collected prior to the child starting at the setting.
- A copy of the child's Two-Year-Old Progress Check, if carried out in house.
- Observations of children in the setting, photographs, video clips, samples of work and developmental assessment records.
- A summary of the child's EYFS profile report, if applicable.

##### *Personal records*

These include:

- Personal details – including the information provided on the child's registration form and any consent forms and characteristics such as ethnicity, language and nationality.
- Contractual matters – including the child's days and times of attendance, absences, a record of the child's fees and/or funding entitlement, or disputes.
- Emergency contact details – including those people, other than parents/guardians with authorisation to collect the child from the setting.
- Children's health and well-being – including discussions about every day matters regarding the health and well-being of the child with the parent/guardian, records of accidents and medication records.
- Safeguarding and child protection concerns – including records of all welfare and protection concerns and our resulting actions, meetings and telephone conversations about the child and any information regarding a Looked After Child.
- Early support and SEN – including any focussed intervention provided by our setting, a record of the child's Support Plans and monitoring information, and where relevant, Educational Health Care Plan.
- Correspondence and reports – including letters and emails to and from other agencies and any confidential reports relating to specific children.

#### **Collecting information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

The Early Years Foundation Stage (Welfare Requirements) Regulations 2012 place a legal obligation upon us to collect and process much of the information detailed above. Therefore, we do not require your consent to collect this information as we have a fair and lawful reason for doing so.

All forms collecting data will clearly state our lawful basis for processing the information you supply and where the request is voluntary, or consent is required this will be clearly stated.

#### **Storing children's and parent's data (mandatory and consensual)**

We ensure that access to children's personal files, records, emergency contacts, registers, assessments, medical information, SEND and any other information that contains children's details, are restricted to those staff authorised to see them. Data is stored in lockable filing cabinets, cupboards and on tablets and laptops, in a lockable office. Tablets and laptops are stored onsite in lockable filing cabinets. Data is also input and stored on secure online systems such as QuickBooks for accounts, Tapestry for children's learning journals and a system to track children's progress. Children's emergency contacts are taken with us during outdoor play.

On outings, we take emergency contacts of children going. If relevant, medicines and medical information is also taken.

Diary entries only include children's initials but may include a parent's name. Diaries are held for one year, then destroyed.

Once photographs and video evidence of progress is taken on tablets and is downloaded onto the Tapestry system, it is deleted from the tablet.

## HIGH WYCH PRE-SCHOOL NURSERY

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REG CHARITY NO: 1027302

OFSTED NO: EY426856



Initial phone or email enquiries are kept on file until the child starts, we receive information that the place is no longer required or if we do not hear from you after three months of offering a place.

By means of contacting parents, email addresses are put into a 'parents and carers' group on [highwychpreschool@googlemail.com](mailto:highwychpreschool@googlemail.com) and deleted once a child leaves us.

By means of parents and the people they have given permission to, having access their own child's online Tapestry account, email addresses are entered onto the system and deleted from the system when a child leaves us.

Pre-school Leader & Manager and Admin & Finance Co-ordinator occasionally work from home. On these occasions office laptops are stored in lockable cabinets.

We retain children's personal records as listed above for three years after they have left the setting, except records that relate to an accident or safeguarding matter. These are kept until the child reaches the age of 21 years or 24 years respectively. All other records appertaining to children's development are passed on to their next school and any copies or additional records that the school may not require is destroyed. A PDF download of a child's Tapestry record is downloaded onto a disc and given to parents when this child leaves us. Data from the Tapestry and the online tracking systems are then deleted.

Data is destroyed by shredding or deleting from online systems.

### Sharing information

The information that you provide to us, whether mandatory or voluntary, will be regarded as confidential. We do not share information about your child with anyone without consent unless the law and our policies allow us to do so.

We routinely share information, as consent is not required, with:

- schools that children attend after leaving us
- our local authority for the purposes of the Early Education Entitlement for 2, 3 and 4-year olds and the Early Years Census
- the Department for Education (DfE) as part of statutory data collections.

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, when safeguarding issues arise:

- there is evidence that the child is suffering or is at risk of suffering significant harm.
- There is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm
- It is to prevent significant harm arising to children, young people or adults, including the prevention, detection and prosecution of serious crime.

Further information regarding information sharing and confidentiality can be found in our policies.

### Requesting access to your personal data

Under data protection legislation, parents/guardians, children and young people have the right to request access to information about them that we hold. Where a child is too young to give 'informed consent' the parent is the 'subject' of the file and has a right to see the information held.

Children's observations, development and next steps are shared regularly with parents/guardians on the Tapestry system. Parents have an opportunity to meet with their child's Key Person during consultations bi-annually. Parents can also request appointments with their Key Person at any other time.

Make a request in writing for your personal information to Jacqui Thorp, Data Protection Officer, specifying the data you require.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- withdraw consent where given
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you would like to discuss anything in this privacy notice, please contact Jacqui Thorp on 07792-612585 or email [highwychpreschool@googlemail.com](mailto:highwychpreschool@googlemail.com). This Privacy Notice is correct at time of printing. It is a working document and you will be informed of any changes.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>