

Privacy Notice

Written by: The Wonder Years

We record, process and keep personal information about you and your child in accordance with Article 6 of the General Data Protection Regulation (GDPR, May 2018): 'the rights of the data subjects'.

It is a requirement of our registration with the Information Commissioners Office (ICO)* to provide you with information about the details I keep about you and your child/ren.

*ICO - <https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>.

This requirement applies to information I collect in relation to:

- Online data processing
- Paper data processing

Records we hold about you and your child/ren

We hold 2 different types of records about you and your child:

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
- A statutory 2 year progress check
- 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.

What information we need about you and your child/ren

We hold information about you and your child/ren to allow us to comply with the Early Years Foundation Stage* (EYFS, 2017) and the Childcare Register** (2016). Some of the data we process relates to the Early Years Inspection handbook*** (2016). Most of the information we collect about you and your child is statutory; when information is optional we will let you know that you have a choice whether to share it with us or not.

*EYFS 2017 –

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf

**Childcare Register 2016 – see Annex C –

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/616082/EY_and_childcare_reg_handbook.pdf.

***Early Years Inspection handbook –

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596329/Early_years_inspection_handbook.pdf.

What we do with your data and with whom it is shared

We are required to ensure the information we collect about you and your child/ren is treated confidentially and only shared when there is a need for it to be shared, ideally with your permission in advance of sharing, for example –

- We share information with other settings or agencies involved in your child's care – we are required to do this by the EYFS (you will need to sign a permission form)
- We are required to share a copy of your child's 2-year progress check with your health visitor – we are required to do this by the EYFS (see the EYFS for more information – however we will normally hand this to you to pass on)
- We are required to share information with my Local Authority for the purposes of the 2, 3 and 4-year-old funding offer and any extra funding we might claim for your child (see the Local Authority Privacy Notice for more details).
- We share information about income and expenses including, when requested, your invoices and payments with HMRC and Tax Credits.

Ensuring your data is accurate

Under the GDPR we are required to keep data about you and your child/ren up-to-date and to ensure it is accurate: we will do this regularly. You have the right to access personal data about you and your child/ren and we will share this information with you on request.

How long we keep your data

We are required to inform you how long we retain information about you and your child/ren. You will find this information in our **Retention Policy** which we will share with you before your child/ren starts in our care and further information about document retention will be clarified in the **Contract Termination letter** which we will give you when your child leaves the setting.

How I delete your data

Online deletion - files held in relation to child/ren and their families on the computer are deleted when no longer required. We use an appropriate and suitable PC cleaner. We will constantly be seeking up to date information in this area to remain compliant. We have an IT specialist who ensures we are compliant.

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

Please see the Retention Policy for more information.

How you can make a complaint

We are required to inform you about how you can make a complaint relating to a data breach or if you think we are not processing your data appropriately.

Complaining to Ofsted - 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 see Complaints Policy for more information.

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

Online data processing

Computer and laptop security includes regularly updated antivirus software and secure password protection (regularly changed).

Electronic equipment – We have a laptop which is used for business purposes. Information is stored on the laptop and the **Laptop is encrypted and email documents are password protected. We also have a bios password on the laptop**

*Dropbox - www.dropbox.com.

Visiting Tapestry – With regard to our online learning journals, Tapestry have issued their own privacy policy in order to be compliant with the new GDPR guidelines. Please visit <https://tapestry.info/privacy/>

Email including e-newsletters and e-invoices – We use Gmail to process emails and our email provider is Huawei. **We have reviewed their policies and we are happy they are compliant with GDPR** we keep a copy of your email address on our computer to allow us to process emails quickly: we do not gather statistics or monitor any information.

Paper data processing

Paper documents relating to you and your child/ren are stored in a locked cupboard. Some documentation is retained in the office to be shared with you and your child/ren on request including your child's current workbooks and crafts. Daily attendance registers are stored in the parent's information cupboard and transferred to the locked cupboard when completed.

Paper data includes:

- Your child's learning and development information
- Attendance registers
- Parent – provider contracts
- Permission forms
- Safeguarding forms relating to your child's health and safety
- Emergency contact details

Local Authority funding forms - parents who are eligible to claim 15 or 30 hours Government funded childcare are required to complete a Local Authority 'Free Early Education Entitlement Parent Declaration' form*. This form includes identifiers such as parent names and National Insurance numbers and the child's personal details and characteristics such as ethnic group,

London Borough of Bromley Free Early Education

Changes to this privacy notice

The Privacy Notice is reviewed annually and as required. As GDPR and these new rules are relatively new, this will remain a living document, changeable when any guidelines change.

Updated: 08/20

References etc

- ICO website - <https://ico.org.uk/> and helpline (0303 123 1113).
- Early Years Foundation Stage (DfE, 2017) and related documents.
- Croner-I article about GDPR and the Early Years - <https://app.croneri.co.uk/feature-articles/what-general-data-protection-regulation-means-early-years-providers>.
- GDPR for the education sector guidance from ICO - <https://ico.org.uk/for-organisations/education/education-gdpr-faqs/>.

About websites used in this guide - in places this guide might link to other websites. We cannot be held responsible for the content or availability of these sites.

About information taken from EYFS statutory documents - this guide is based on the Early Years Foundation Stage (EYFS, 2017) from www.foundationyears.org.uk. Information sourced from the Department for Education has been reproduced as per the Open Government Licence for Public Sector Information, which can be viewed on the following website – <http://www.nationalarchives.gov.uk/doc/open-government-licence>. The source of the information is acknowledged as Crown Copyright 2017.