Privacy Notice

**Written by: Annmarie Parfitt Date: 03.05.2018**

I 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 my registration with the Information Commissioners Office (ICO)\* to provide you with information about the details I keep about you and your child/ren.

This requirement applies to information I collect in relation to:

* Online data processing
* Paper data processing  Records I hold about you and your child/ren  I 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 I need about you and your child/ren

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

 **What I do with your data and with whom it is shared**

 I am required to ensure the information I 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 –

* I share information with other settings or agencies involved in your child’s care – I am required to do this by the EYFS (see my Permission Form);
* I am required to share a copy of your child’s 2 year progress check with your health visitor – I am required to do this by the EYFS (see the EYFS for more information);
* I am 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 I might claim for your child (see the Local Authority Privacy Notice for more details).
* I 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 I am required to keep data about you and your child/ren up-to-date and to ensure it is accurate: I will do this regularly. You have the right to access personal data about you and your child/ren and I will share this information with you on request.

 **How long I keep your data**

* I am required to inform you how long I retain information about you and your child/ren. You will find this information in my Retention Policy, which I will share with you before your child/ren starts in my care and further information about document retention will be clarified in the Contract Termination letter, which I will give you when your child leaves the setting.
* **How I delete your data**
* **Online**- Files held in relation to child/ren and their families on the computer are deleted when no longer required using CCleaner.
* **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**
* I am required to inform you about how you can make a complaint relating to a data breach or if you think I am 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 my 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 – I have a laptop, which is used for business purposes. Information such as attendance registers, HMRC paperwork, receipts are stored on the computer and saved onto an external backup.
* **Visiting my website** - when you visit my website to, for example, read my newsletter or look up some information Google Analytics collects internet log information and details of visitor behavior patterns: I do not use this information. I use Vista print to process my website which might collect anonymous information about your activity on the site: I do not use this information.
* **Email** I use Safari Mail to process emails and my email provider is Sky. I keep a copy of your email address on my computer to allow me to process emails quickly: I do not gather statistics or monitor any information.
* **Text messages** – I use Virgin as my mobile phone provider to send and receive text messages. I keep a copy of your mobile phone number in my phonebook to allow me to send you texts.
* **Tapestry online journal**-I use an online journal system for your child/ren, which fully comply with the ICO requirements. Please refer to my Tapestry policy and permission forms

**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 a paper copy of your child’s Learning Journey file.

Paper data includes:

* Your child’s learning and development information
* Documents for HMRC including invoices
* Parent – provider contracts
* Permission forms
* Safeguarding forms relating to your child’s health and safety
* Emergency contact details  Please see my Data Audit for full 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,