

Record Keeping

5.5 Privacy Notice

We collect, hold and share the following information. We will collect and process personal data for and to the extent necessary for the specific purpose(s). We are collecting data in accordance with the EYFS 3.8-3.71. We collect the information as it provides us with tools to ensure your child's needs are being met whilst in our care.

The type of details that we will gather on your child are as follows:

<ul style="list-style-type: none">• Personal details of the family we are providing care for – this includes your name, your address, your email address, telephone and mobile phone number as well as other contact information
<ul style="list-style-type: none">• We will collect information on your child's routine, likes and dislikes as well as where they are developmentally at the point of entry. This is to ensure that we can meet the needs of your child.
<ul style="list-style-type: none">• As part of our commitment to ensuring equality in our setting, we will collect information pertaining to your family's ethnicity, language, and nationality. This is to ensure that we can fully meet the needs of your child whilst in the setting with us.
<ul style="list-style-type: none">• We also have a duty to ensure that we can act swiftly and to contact the relevant and appropriate people in the event of an accident, problem or in the event of death. Therefore we collect information relating to your child's next of kin.
<ul style="list-style-type: none">• We retain information pertaining to your child's attendance, sickness and when away on holidays. We collect this information because it allows us to provide you with a detailed understanding of your child's time here with us and plan accordingly in line with their needs. The data provides us with specific information allowing us to plan ahead and ensure the fluidity of the setting.
<ul style="list-style-type: none">• We will collect information on your child ages and stages of development as this allows us to plan and prepare activities in line with the child's interest and developmental needs.
<ul style="list-style-type: none">• We will collect data on your child's development when they turn Two years of age, and in accordance with the EYFS, we will share this data with the child's health visitor. This is known as the Two-year check. This is mandatory and is given Legal force under the EYFS.
<ul style="list-style-type: none">• Observations and Assessment – so we can meet the development needs of your child and provide them with enriching developmental opportunities.

The majority of data that we gather will be supplied by you the parent. The data will be processed in accordance with the principles of the GDPR. The data which we will hold will allow the setting to comply with the requirements of the EYFS. The majority of the

information that the setting will collect will be based on the statutory framework and will be collected in accordance with that and processed and held in accordance with the GDPR. You will be made aware of the mandatory information we will need to collect and the information that you do not need to submit.

We will always ensure that you are aware of the types of data that you are legally obliged to provide but we will also tell you what data isn't necessary. In the event that you supply data that is not mandatory but you feel the need to share this with us, we will ensure that your data is protected and not discussed with anyone else unless you disclose something which is illegal or harmful to a child.

We will from time to time ask you to update any data that we currently hold, this is because we will need to know that the information we hold about you is accurate and up to date and relevant.

How we will store data?

- We will ensure that only those that have a need to know basis can access staff data.
- Children's files are secured in a locked cabinet/or a data/password encrypted device

Sharing of Personal Data

The EYFS states that we may be required from time to time to share specific information. Below is a table of who we will share this information with and why.

Data	Shared with	Why
FUNDING FORMS	Local Authority	As you are obtaining Government funding, you must supply your details including a copy of your child's birth certificate to prove your child is eligible.
Two Year Check Form	Health Visitor	It is a requirement of the EYFS to share this information with the child's health visitor. This ensures that no child is overlooked and that children are developing in line with their expected age and stage of development.
Children's records, Learning and Observations reports, Photographs	OFSTED	Pre-Schools are inspected and during this process we will be required to share your child's data with Ofsted so that they can see we are providing the right care for your child and are EYFS compliant.
Safeguarding Notes/concerns	LSCB/LA/Ofsted/The Police	In the event of a safeguarding/child protection concern, we would have to

		comply with any request for information that may help with an investigation.
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We will keep your data for a set period of time if we are legally obliged to do so (see Retention Policy), all other data will be surrendered to you when your child leaves our setting or will be destroyed as we will no longer have a legitimate interest to keep such data.

We will keep accident records and details of any medications given as well as records of safeguarding and child protection. These documents will be kept until the child reaches the age of 21 and 3 months as stated by the imitations Acts 1980.

FACEBOOK

Our Lady of Lourdes Pre-School has two Facebook platforms. The first one is a business Facebook where everyone can visit and see the services that we offer.

The second is our closed Facebook page which is a Parents and staff ONLY group.

If you have agreed to your child's photographic images or video footage to be used in the Facebook parents only group, you will need to sign the relevant consent form. You can at any time choose to withdraw that consent, and in the event of doing so, we will delete all multi-media material from the Facebook site. We will never name any of the children on the Facebook site.

Parents and carers are welcome to comment on the page and leave reviews. We welcome this, but please beware that your identity is revealed when using reviews on the open Facebook page and members of the general public will know if your child is attending our setting unless of course, you are leaving the review after your child has left.

Paper Data

When you and your child leave the setting any paper documents that we have produced as part of the observation and assessments process will be given to you. Learning Journals and any other significant observations sheets will be handed over to you, the parent with parental responsibility.

Any documents that are not needed or wanted by the parents and are not required to be kept for a minimum amount of years will be shredded or burned. Please see the settings Retention Policy for further information.

The types of the paper process we are likely to process is as follows:

Paper Data	Stored
Contracts including personal details	Lockable cabinet – securely locked

	(or online system that is password encrypted)
Child Information Records	Lockable cabinet – securely locked (or online system that is password encrypted)
Learning Journals	Lockable cabinet – securely locked (or online system that is password encrypted)
	Lockable cabinet – securely locked (or online system that is password encrypted) Also shared with Parents - Lockable cabinet – securely locked (or online system that is password encrypted)
Emergency contact details including next of Kin	Lockable cabinet – securely locked (or online system that is password encrypted)
Consent forms	Lockable cabinet – securely locked (or online system that is password encrypted)
LA Funding Forms	Lockable cabinet – securely locked (or online system that is password encrypted)
Safeguarding and Child Protection	Lockable cabinet – securely locked (or online system that is password encrypted)
Accident and Emergency Forms	Lockable cabinet – securely locked (or online system that is password encrypted)
Shared Setting Agreements	Lockable cabinet – securely locked (or online system that is password encrypted)
Video Footage	Computer/Mobile Phone – password protected and fingerprint password
Photographs	Computer/Mobile Phone - password protected and fingerprint password
Children's Artwork	May be displayed on the walls, but we will use first names only

All of the above information is stored in order to maintain confidentiality and respect your privacy. It also protects against possible data breaches by preventing access to those who do not require access to your data. We are committed to ensuring that your data is fully protected and is not shared with anyone other than the data subject or relevant authority.

The right to request access to your personal

Under GDPR and UK Data Protection law you the data subject have strong data

protection rights, and this means that you have the right to request access to your data. It also means that you have the right to have your data modified immediately if it is inaccurate.

You can also ask for your data to be erased, though please note this can be done in most cases unless there is a lawful reason for not doing so.

If you would like to make a formal request to access your data please contact the preschool manager as soon as possible and we will provide you with a Consent Withdrawal form and Data Deletion Form.

Making a complaint

In the event that you feel your data has been breached, you can contact the ICO directly. The details are:

<https://ico.org.uk/for-organisations/report-a-breach/>

<https://ico.org.uk/concerns/>

You can also contact Ofsted on 0300 123 1231. However, they will refer you to the ICO in order for you to make a formal complaint.

This policy was adopted at a meeting of

Our Lady of Lourdes Pre-School

Held on

_____ (date)

Date to be reviewed

_____ (date)

Signed on behalf of the management
committee:

Name of signatory

Role of signatory (e.g. chair/committee)
