Confidentiality, Data Protection (GDPR) and Privacy Notice

From May 2018 the new EU data protection rules called ‘General Data Protection Regulation‘ (GDPR) replaces the UK Data Protection Act.

We are already registered with ICO with regards to Data Protection.

\* We hold personal data about children and families to comply with the statutory framework. This includes data for contracts and child information. Parents can view this at any time by request.

\* This data is shared with Ofsted, Local Safeguarding Children Board and NCC where necessary.

\* We may ask to see certain documents for example birth certificate, tax credits or red books this will only to be able to verify any funding requirements set by the LA or as part of their 2-year check which holds a separate consent form.

\* This documentation is kept secure and never leaves the premises.

\* All learning and development records are given to the children when they leave the setting.

\* Accounting information is kept for a period of 7 years and attendance and medical records have to be kept until at child has reached 21 years and 3 months. This is to comply with HMRC and safeguarding compliance.

\* The information is retained because it is required by the EYFS and inspected by Ofsted. In cases where safeguarding issues are raised it will be shared with the Local Safeguarding Children’s Board, Social Services, the police and medical personnel. If your child is seriously injured or ill when with us we will share necessary information with emergency services. If we work with other settings or agencies as required by the EYFS we will only share the information needed to support your child’s safety, wellbeing, learning and development. We do not share information or pass your details onto any other agencies without your permission unless it is a serious safeguarding concern, please see separate policy.

\* as and when these timelines are reached then the relevant records are destroyed.

\* parents have full access of what data should they wish to view.

Should a data breach occur then we will notify the Information Commissioners Office within 72 hours. If you are concerned that a data breach has been made, you can contact the ICO - https://ico.org.uk/for-organisations/report-a-breach/.

**Privacy Notice**

It is a requirement of our registration with ICO to provide parents with information about the details we keep about you and your children.

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

How we use your information

Jennifer Harper is the data handler. As part our ICO registration, we are required to inform you about what to expect when we collect personal information about you and your children. This requirement applies to information we collect in relation to: online data processing and paper data processing.

We are also required to inform you how you can make a complaint (please see sperate policy)

Online data processing Laptop and phone security include an antivirus and password and or fingerprint protection

Electronic equipment

We have a laptop and phone which is used for the business. Information required by the statutory frameworks with which we comply is stored on portable hardrive, laptop/phone and Dropbox on the computer.

All contracts, policies, invoices, permissions, development tracker, newsletters, diaries are all either kept on the devices or in hard copy which you as parents have full access to.

We hold information about children and their families as required by the EYFS and the Childcare Register https://www.gov.uk/government/uploads/system/uploads/attachment data/file/596629/EYFS STATUTORY FRAMEWORK 2017.pdf https://www.gov.uk/government/uploads/system/uploads/attachment data/file/616082/EY and childcare reg handbook.pdf

Text messages and telephone numbers

Jenny and the setting mobile have a copy of your mobile number in contacts to allow us to send and receive texts and share information. About your child and our business.

Local Authority forms for funded parents

Parents who are eligible to claim for 15 or 30 hours funded childcare are required to complete a LA parent declaration form. This form includes identifiers such as parent names and NI numbers and child’s personal details such as ethnic group.

Document retention

Information relating to child learning and development, including photos and tracking data required by the EYFS is handed to parents when a child leaves the setting or starts school.

Information relating to the safeguarding and welfare requirements of the EYFS and Childcare Register including accident, injury, first aid records, medication, attendance and incident records is retained until a child is 21 years and 3 months as required by our insurance.

Information relating to self-employed accounts is retained for 7 years as required by HMRC

Computer files deletion

When no longer required, computer files are securely shredded using CCldsner\* from Pirifotm.

\*CCldsner - https//pirifotm.com/ccleaner/download.

Paper files deletion

These are either handed over to parent or are shredded when no longer required.

Parents can at any remove permission for us to store data. If this removal of consent in any way compromises our ability to care for the child a meeting will be held to discuss concerns.