



Privacy Notice

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 we keep about you and your child/ren.

This requirement applies to information we 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
- 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 I will let you know that you have a choice whether to share it with me or not.

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 (see relevant 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)
- We are required to share information with the 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 **Data Audit** which we will share with you before your child/ren starts in our care.

How we delete your data

Online deletion - files held in relation to child/ren and their families on the laptop/ mobile phone are deleted when no longer required.

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.

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 our 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

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.

Email including e-newsletters and e-invoices Our email provider is AOL. We keep a copy of your email address on our laptop to allow us to process emails quickly: We do not gather statistics or monitor any information. Your email address is deleted when your child leaves our care.

Facebook – We use a Facebook group to ensure a regular flow of information between Heydays Preschool and parents. This group cannot be accessed by anyone other than the Managers.

Text messages/WhatsApp – We use EE as our mobile phone provider to send and receive messages. We keep a copy of your mobile phone number in our contact list to allow us to send you messages. Your phone number is deleted when your child leaves our care.

Paper data processing

Paper documents relating to you and your child/ren are stored in a locked cupboard.

Paper data includes:

- Your child/rens. registration and medical information
- Attendance registers

- Documents for HMRC including invoices
- Permission forms/password information
- Safeguarding forms relating to your child's health and safety
- Emergency contact details
- Your child/rens learning and development information (Learning journals are kept in locked room)

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.

Changes to this privacy notice

The Privacy Notice is reviewed annually and as required.