

Privacy Notice for Parents/Carers

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

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

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| <ul style="list-style-type: none">• Personal details of the family I am 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">• I 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">• I also have a duty to ensure that I 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 I collect information relating to your child's next of kin. I will message emergency contacts to ensure that they 'opt in' to me contacting them and holding their data. |
| <ul style="list-style-type: none">• I retain information pertaining to your child's attendance, sickness and when away on holidays. I collect this information because it allows me to provide you with a detailed understanding of your child's time here with me and plan accordingly, in line with his/her needs. The data provides me with specific information, allowing me to plan ahead and ensure the fluidity of the setting. |
| <ul style="list-style-type: none">• I will collect information on your child's age and stages of development as this allows me to plan and prepare activities in line with his/her interest and developmental needs. |

The majority of the data that I gather will be supplied by you, the parent/carer. The data will be processed in accordance with the principles of the GDPR. The data, which I will hold, will allow my setting to comply with the requirements of the EYFS. The majority of the information that my 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 I will need to collect and the information that you do not need to submit.

I 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 me, I 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.

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

I may gather and collect further information that helps me to deal with any issues that may arise from complaints or disputes within the setting. I will, from time to time, ask parents/carers to undertake a critical appraisal of the setting so that I can build on my existing practice.

How will I store data?

Children's files are secured on a password encrypted device, a password protected computer username, an encrypted memory stick and in a locked case, out of sight.

Sharing of Personal Data

The EYFS states that I am required, from time to time, to share specific information. Below is a table of who I will share this information with and why.

| Data | Shared with | Why? |
|--|---------------------------|--|
| Invoice and Payments | HMRC - Tax credits | Childminders are asked to provide information on parents that are in receipt of universal credits/tax credits. This is to ensure that those receiving the benefits are right to do so. |
| Children's records, activity journals, photographs | Ofsted | Childminders are inspected and during this process, we are 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, I would have to comply with any request for information that may help with an investigation. |

I will keep your data for a set period of time if I am legally obliged to do so (see Retention Policy); all other data will be surrendered to you when your child leaves the setting or will be destroyed, as I will no longer have a legitimate interest to keep such data. I will only keep data with your explicit written consent.

I 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 Limitations Acts 1980.

Online Data - Processing

The data that I collect from your child and family will be stored on my laptop computer and a back-up encrypted memory stick. I do not use any online systems to process data, other than my website and business media account. I will never use an online system that does not comply with GDPR, and that would put your data at risk.

Website

I do not collect any specific information from parents visiting my website and Facebook page. I provide numbers for potential parents to contact me. Google analytics collects details on visitor behaviour, but I do not in any way make use of this information. If you click on any external links, please note that you are no longer connected to the website, so I cannot be held responsible for any external content.

Email Data

If you have opted to receive emails from me, you will receive news information or invoices. I will not undertake any form of direct marketing, and when you leave the setting, I will delete your email address. Any files or photography that I keep on any online systems or on my hard drive will be erased completely when your child leaves the setting. I will ensure that photographs will be deleted from the hard drive, taken off the cloud and deleted from any social media closed groups or one to one parent

groups. All data will be permanently deleted and will not sit in a recycling bin. If however, you give me permission to keep your child's journal and photographs for evidencing and marketing needs, you can provide written consent.

WhatsApp Groups

I invite parents to connect with me privately on WhatsApp due to the fact that WhatsApp has encryption enabling, meaning what we send to one another is shared only between us. In the one-to-one group, we can exchange private and sensitive information such as if you are ill or are not bringing your child into the setting. Any photographs shared in the one to one group will be deleted from my device and transferred onto my password-protected computer at the earliest convenience.

Facebook

My setting has one Facebook platform. This is a business Facebook, where everyone can visit and see the services that I offer. If you have agreed to your child photographic images or video footage to be used in the Facebook 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, I will delete all multi-media material from the Facebook site. I will be blocking the facial images of the children so that they cannot be recognised in any event. I will never name any of the children on the Facebook site. Parents and carers are welcome to comment on the page and leave reviews. I welcome this, but please beware that your identity is revealed when using reviews on the 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 I have produced as part of the observation and assessments process will be given to you. Your child's journal will be handed over to you, the parent with parental responsibility. Again, if you give me written consent, I can keep journals and photographs to evidence my practice.

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, unless I have written consent to keep them. Please see the settings Retention Policy for further information.

The types of the paper process I am likely to process is as follows:

| Paper Data | Stored |
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| Contracts (including personal details) | Lockable case out of sight Encrypted memory stick and password protected computer username |
| Child Information Records | Lockable case out of sight Encrypted memory stick and password protected computer username |
| Activity journals | Lockable case out of sight Encrypted memory stick and password protected computer username |
| Emergency contact details including next of kin | Lockable case out of sight Encrypted memory stick and password protected computer username Password protected mobile phone |
| Consent Forms | Lockable case out of sight Encrypted memory stick and password protected computer username |
| Early assessment review - starting points | Lockable case out of sight Encrypted memory stick and password protected computer username |
| HMRC/Invoices | Encrypted memory stick and password protected computer username |
| Safeguarding and child protection | Lockable case out of sight Encrypted memory stick and password protected |

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|------------------------------|---|
| | computer username |
| Accident and Emergency Forms | Lockable case out of sight Encrypted memory stick and password protected computer username |
| Shared setting agreements | Lockable case out of sight Encrypted memory stick and password protected computer username |
| Video footage | lpad/computer/mobile phone - password protected and fingerprint password |
| Photographs | Lockable case out of sight lpad/computer/mobile phone - password protected and fingerprint password |
| Children's artwork | May be displayed on the walls, but I will not use names, just initials of the child |

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 are not entitled to access your data. I am committed to ensuring that your data is fully protected and is not shared with anyone other than the you, the data subject, or a relevant authority.

The right to request access to your personal data

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 may not be possible if there is a lawful reason for not doing so. If you would like to make a formal request to access your data, please contact me as soon as possible and I 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 privacy notice was adopted on 24th May 2018 and will be reviewed on 24th May 2019.

If you have any questions about my policy/procedures or would like to make any comments, please ask.

SIGNED

DATED
