



## **10.9 PRIVACY NOTICE – GDPR**

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### **Introduction**

**We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.**

**This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it in accordance with article 6 of the General Data Protection Regulations (GDPR, May 2018).**

**Most of the information we collect from you is for statutory reasons and when sharing information with us is optional we will let you know that you have a choice to share this information.**

**The records we may hold are:**

- **Developmental records**
  - Details about learning at home
  - 2 year progress check
  - Observations, assessment, planning and progress checks
- **Personal records**
  - Personal details, required by the LA for funding records
  - Contractual details
  - Emergency contact details
  - Child's health and wellbeing requirements (Including allergies)
  - Safeguarding and child protection records
  - Information from other agencies or professionals

All records are kept in paper/digital format and are stored securely in a cupboard/on a business computer. Digital records are only used minimally, for example parent contact numbers, emails and tracking information.

### **Why we collect this information and the legal basis for handling your data**

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency.

- to support your child's wellbeing and development.
- to manage any special educational, health or medical needs of your child whilst at our setting.
- to carry out regular assessment of your child's progress and to identify any areas of concern.
- to maintain contact with you about your child's progress and respond to any questions you may have.
- to process your claim for up to 15 hours free childcare (only where applicable).
- to keep you updated with information about our service.

With your consent, we will also record your child's activities for their individual learning record. This will include photographs. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

[We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see *Children's Records and Information Sharing* policy).

#### **Data sharing:**

We are required to ensure that the information we collect about you and your child/ren is treated confidentially and only shared without your permission when there is a need, for example if the child is going to be in immediate danger or safeguarding circumstances. Parental permission will be required to share any information with outside agencies such as health visitors etc.

#### **How long we keep your data for:**

It is a requirement under GDPR to inform you about how long we will keep information on you and your child/ren. You will find this information in our retention policy. Upon your child leaving the setting, data will be stored and then deleted as per our retention policy.

#### **How we delete your data:**

Digital - Files and information held in a digital format will be deleted from the settings computer when no longer required.

Paper – Files held in paper format will be handed to parents when child leaves the setting or shredded when they become no longer needed. Please see retention policy for further information.

#### **Online data processing:**

We will keep a copy of your mobile phone number and/or email for transferring information by email or any other agreed platform. We will continue to use this method unless instructed otherwise.

**Deleting data:**

If you require us to delete or destroy any information about your child once they have left the setting, we will discuss the information with you and explain which parts can be deleted and which information must be kept in order to comply with GDPR.

**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 I am not processing your data appropriately.

Complaining to ofsted- email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

Phone: 0300 123 1231

Address: Piccadilly Gate, Store Street, Manchester, M1 2WD

Complaining to ICO: [ico.org.uk](http://ico.org.uk)

The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](http://ico.org.uk/)

**Changes to this notice**

We keep this notice under regular review. You will be notified of any changes where appropriate.