

## Privacy Notice

Written by Mighty Oaks Day Nursery & Preschool

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.

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

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 (2018). Most of the information we collect about you

and your child is statutory; when information is optional we will let you know that you have a choice whether to share it with us 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 **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 my 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 **Retention Policy** which we will share with you before your child/ren starts in our care and further information about document retention will be clarified in the **Contract Termination letter** which we will give you when your child leaves the setting.

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

**Online deletion** - files held in relation to child/ren and their families on the computer are deleted when no longer required using CCleaner from Piriform.

**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.

*Please see the **Retention Policy** for more information.*

### **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](mailto:enquiries@ofsted.gov.uk); phone – 0300 123 1231; address – Piccadilly Gate, Store Street, Manchester M1 2WD.

*Please see my **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**

Our computer security includes regularly updated antivirus software and secure password protection (regularly changed).

**Electronic equipment** – We have computers and iPads which are used for business purposes. Information is stored on the computers and accessed through the computer and Dropbox.

**Visiting our website** - when you visit our website to, for example, look up some information, Google Analytics collects internet log information and details of visitor behaviour patterns: we do not use this information. We use Wix.com to process our website which might collect anonymous information about your activity on the site: we do not use this information.

Our website contains links to other websites: we cannot be held responsible for links that do not work or the accuracy of the information contained in the websites.

**Email including e-newsletters and e-invoices** – We use Windows Mail to process emails and our email provider is LCN.com. We keep a copy of your email address on our computer to allow us to process emails quickly: we do not gather statistics or monitor any information.

### **Paper data processing**

Paper documents relating to you and your child/ren are stored in a locked cabinet in the locked nursery office. Daily attendance registers are stored in the locked main nursery room during the day and transferred to the locked cabinet in the locked office when completed.

### **Paper data includes:**

- Your child's learning and development information
- Attendance registers
- Documents for HMRC including invoices
- Parent – provider contracts
- Permission form
- Safeguarding forms relating to your child's health and safety
- Emergency contact details

*Full details available in our **Data Audit**.*

**Local Authority funding forms** - parents who are eligible to claim 15 or 30 hours Early Education funded childcare are required to complete a Local Authority 'Free Early Education Funding' 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.

*Updated: January 2019*

*The General Data Protection Regulation (GDPR, May 2018) is new EU legislation that replaces the Data Protection Act. It is wide-reaching legislation that aims to keep data secure.*

*Advice from the Information Commissioners Office (ICO) has been used when writing this Privacy Notice.*