

Data Protection and Information Sharing (GDPR)



It is a requirement of me as a childcare provider to collect and store certain information about children and their families. In order to comply with the General Data Protection Regulation (GDPR 2018) I am registered with the Information commissioners Office (ICO) as a Data Controller. I therefore confirm that any data collected about children and families will be processed in accordance to all current data protection laws.

To ensure that all those using and working in the nursery can do so with confidence, we will respect confidentiality in the following ways:

It is a requirement of my registration with ICO that I inform you about the information I hold about you and your child/ren. I have a responsibility to ensure that all data held is accurate and kept up to date. I will regularly check this and ask that you inform me of any change to your personal information as soon as possible. You have a right to see any data that I hold about you and your family. I will share any of this information with you upon request.

If you have any further questions about the data that we have, why it has been collected or how it is stored after reading this notice, please come and speak to me.

Details of the type of information that I have about you and/or your child/ren

- Contractual information - including hours child attends, fees, holidays etc.
- Personal information - including names, addresses, dates of birth, contact details, profession (this information is required by statutory documents and Local Authority)
- Emergency information – including emergency contacts, health information, allergies etc.
- Shared information from other agencies – including support material
- Safeguarding and child protection records
- Developmental information – including information from home regarding child's current achievements and their learning at home, observations, individual planning, assessments, progress reports, progress trackers and 2 year progress checks

Why do I need this information?

As a childcare provider, I am required to meet statutory obligations set out in the Early Years Foundation Stage (EYFS) and Childcare Register. Most of the information that I collect is needed to ensure I meet these obligations. I will ensure that I let you know if any information I ask for is not statutory and will ask for permission for you to share it with me.

What happens to your data once you have shared it with me?

GDPR requires me to ensure that any data I hold is kept secure and treated confidentially. I may need to share some information with other agencies or professionals, but will, in most cases gain permission from you before doing so.

Examples of how your data may be shared

- It is a statutory requirement of the EYFS that developmental information is shared with other agencies and/or professionals (such as nursery or school) to support a child.
- Information relating to the 15 or 30 hour funding will need to be shared with the Local Authority.
- It is a requirement for me to share a copy of your child's 2 year progress check with the Health Visitor.
- Financial records (such as invoices and payments) may need to be shared with HMRC.

How long will I keep your data?

Information on how long I will keep certain data is outlined in my data retention policy. A copy of the data retention policy will be given to all parents when their child starts in my setting along with a data collection letter. The data collection letter further explains why I need to collect certain information from you and what will happen to it once your child leaves.



All parents will be asked to sign a contract termination letter before their child leaves the setting. This will again confirm what will happen to all of your data once your child moves on.

How will your data be deleted/destroyed?

- Paper records will either be handed to the child's parents when the child leaves the setting or goes to school or will be stored securely and appropriately for the required amount of time (as set out in the retention policy) and then shredded when it is no longer needed.
- Photographs will be handed to the child's parents in either printed format or on a flash drive. All photos saved on phones, computers, ipads or laptops will be deleted once a child leaves.
- Computer records will be kept for the required amount of time (as set out in the retention policy) and will be deleted when they are no longer needed.

Making a complaint

If you feel that there has been a data breach you can make a complaint to ICO.

<https://ico.org.uk/for-organisations/report-a-breach/>

If you would like to make a complaint to Ofsted, you can use the contact details below:-

Phone – 0300 123 1231

Address – Picadilly Gate
Store Street
Manchester
M1 2WD

Date Monitored: 18th October 2022

Name: Jodine Grutzmacher

Signature:

Review Date: October 2023

