

# **STANDARD 10**

## **– INFORMATION AND RECORDS**



### **EYFS key themes and commitments**

A unique child	Positive relationships	Enabling environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.3 The learning environment	

### **Standard 10.14 – Horsted Keynes Preschools Data Protection Privacy Notice**

Horsted Keynes Preschool  
The Village Green  
The Village Hall  
Horsted Keynes  
West Sussex  
RH17 7DU

Data Protection Lead: **Samantha Elwell**

#### **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.

#### **Information**

We will make sure that the information about you is accurate and up to date when we collect or use it. You can help us with this by keeping us informed of any changes to the information we hold about you.

#### **What personal data do we collect?**

We collect and use personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

#### **Personal details that we may collect, hold and share about your child include:**

- Their full name
- Their date of birth
- Their address

- Sensitive Information (such as health / medical information, additional support needs and details of any other services involved in their development needs)
- Attendance Information (such as sessions attended, absences and reasons for absence / non-attendance)
- Characteristics and Preferences (such as ethnicity, religious / cultural preferences, nationality, language, dietary requirements, likes and dislikes, daily routine information)
- Learning and Development information (such as observations, development progress such as the 2 year check, achievements, activity participation)
- Photographs (to be displayed in the setting, Facebook (with your permission), Tapestry (with your permission))
- Any court order information
- Birth certificate or Passport number including date of issue
- Where applicable we will obtain child protection plans from social care and health care plans from health professionals
- We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child

**Personal details that we collect about you include:**

- Your full name
- Your home and work address
- Your phone numbers
- Emergency contact details
- Family details
- Your religion and nationality
- Photographs of yourself
- Your email addresses
- Any court order information relating to yourself

This information will be collected from you directly in the registration form.

If you apply for up to 30 hours free childcare, we will also collect:

- your national insurance number or unique taxpayer reference (UTR), if you're self-employed.
- We may also collect information regarding benefits and family credits that you are in receipt of.

**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 respect family beliefs and where possible, tailor care to support existing routines, lifestyle choices and preferences
- 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 30 hours free childcare (only where applicable)
- To comply with the law with regards to data sharing
- To regularly assess the quality of my care service
- to keep you updated with information about our service

### **Whilst your child is with us we store information regarding:**

- Ongoing progress and development records
- Photographs of them
- Accident records
- Medical records
- Any relevant Safeguarding/ Child protection information (including photos if necessary)

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

### **The lawful basis on which we use this information:**

Horsted Keynes Preschool collects and uses information about children and families on the basis of legal obligation, in order to meet the statutory requirements of a childcare provider, and for the legitimate interests of everyone associated with the setting. Horsted Keynes Preschool may also process special category data (for example details about ethnicity, religion, cultural preferences, diet or health) where explicit consent has been given for the purposes of meeting individual needs and care preferences.

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 *Transfer of Records* policy).

Horsted Keynes Preschool also obtain and hold information on Staff, volunteers, students and committee members.

### **Collecting Information**

Whilst the majority of information collected is mandatory in order for Horsted Keynes Preschool to meet the statutory requirements of a registered childcare provider (for example from Ofsted / The Local Authority and the EYFS), some of it may be provided on a voluntary basis. In order to comply with the General Data Protection Regulation, you will be informed as to whether you are required to provide certain information or if you have a choice in this. In all circumstances, any information requested is always for the purposes of delivering high quality care and improving outcomes for your child.

### **Committee**

Committee members names, contact numbers, email addresses and DBS numbers will be kept in a file which is stored in a locked cupboard.

Committee members names will be displayed within the setting.

Government and Local Authorities need to know who has overall responsibility for those who run services for children and the community.

DBS checks will be sought for all Committee members to ensure volunteers are suitable to work in the management of children's services.

### **Employees**

Employees personal details will be obtained and held in a locked cupboard. This will include medical history, next of kin and emergency contacts.

References will be sought from two sources. A DBS check will also be sought.

Evidence of previous qualifications, if necessary will be asked for.

### **Volunteers**

Those who wish to volunteer on a regular basis (regular constitutes attending once a fortnight) will be required to give personal information consisting of full name, address and contact telephone number. A DBS CHECK will be sought.

### **Parent Helpers**

Parent helpers will be asked to sign in to the visitors' book and Horsted Keynes Preschool will hold a record of who volunteered and when in the register.

### **Students**

Details of address, next of kin, doctors contacts and telephone numbers will be sought so we know who to contact in a case of emergency.

Information on the type and base of course or college will be needed before any student will be given work placement to ensure that students are registered with an educational provider.

DBS checks will be sought if applicant is aged 18 or over.

#### **Grant Application**

Children's names, dates of birth and post codes will be submitted to West Sussex County Council in order to claim for Nursery Education Funding.

#### **Personal Achievements**

Staff (Key persons) will collate information regarding observations made on individual children's attainments. This allows us to plan for their individual progression.

#### **SENCO**

At any time, children may have a Special Educational Need. A separate record system is kept for the identification and monitoring of Special Educational Needs.

#### **Child Protection**

Any issues relating to Child Protection will be recorded in a separate file. Information is given to those on a need to know basis only. The well-being and safety of the child is paramount.

#### **Parent/Carers**

names, addresses and contact numbers are kept on children's registration forms in a locked cupboard in the setting.

#### **Records of Given Information**

Information statements regarding children's personal circumstances i.e. existing injury and child protection issues are recorded and signed. These are kept in a locked cupboard.

#### **Who we share your data with**

As a Preschool it is necessary for us to collect personal information about you and your child. Sometimes we have to confirm or share information with other organisations. If we need to do this, we will make it clear to you on the forms you complete giving us the information. We will inform you before sharing any of yours or your child's information.

We may share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- banking services to process chip and pin and/or direct debit payments (as applicable)
- the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our setting software management provider (if applicable)
- the school that your child will be attending

#### **We will also share your data if:**

- we are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children; for example, by sharing information with social care or the police;
- it is necessary to protect our/or others rights, property or safety
- we transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer, so they may continue the service in the same way.

#### **Sharing Information with parents and carers:**

We will share information with parents (and any other named individual's parents have included on the registration form) via the following methods:

- Verbally – face to face discussions or via telephone
- In writing / paper form – letters, forms, contact diaries, learning journals, progress reports

- Digitally – emails, activity reports sent via secure online learning journal (Tapestry), Text Messages.

If there are any methods of communication you would prefer not to be used, please discuss this with the management team.

We will never share your data with any other organisation to use for their own purposes

### **Displaying and Publishing Information**

In order to share children's experiences and achievements with families, Horsted Keynes Preschool likes to display photographs of children taking part in activities and examples of their artwork and achievements in the setting. We may also include photographs and share news about individuals in newsletters and on the website, which may be viewed by existing, previous and prospective families. Parental consent for this will be obtained and we will respect parental wishes should you prefer any images or material specifically relating to your child not to be included.

### **How do we protect your data?**

We will keep information about you and your child secure.

We will protect your information against unauthorised change, access, damage, loss, misuse, disclosure or theft by:

Keeping all information collected on paper forms locked in a filing cabinet/cupboard.

By making sure all computers and tablets are password protected.

Making sure our online childcare system (Tapestry)/ web application is secured with a password and hosted in the UK by a reputable company with their own security measures and data protection procedures as a requirement of the GDPR.

### **How long do we retain your data?**

Information that had been collected about children and their families will be retained until it is no longer required as evidence for the Local authority, Ofsted, HMRC or for insurance purposes. In the majority of circumstances this will be no longer than 3 years after the child has left the setting, however to comply with insurance requirements, any information relating to safeguarding and welfare must be retained until a child is 21 years and 3 months old. When a child moves on from Preschool, normal procedures will include providing families with any additional material, for example photographs and artwork. With permission from parents, any learning and development information can be forwarded on to the child's future care setting / school / nursery to help support transition.

Any information that is not passed on to parents or forwarded to a future setting and is no longer required will be destroyed. Paper documents will be shredded, and any digital information will be securely deleted.

### **Automated decision-making**

We do not make any decisions about your child based solely on automated decision-making.

### **Openness**

We will tell you what kinds of information we hold and what we do with it.

### **Access and correctness**

Whenever possible, we will let you see the information we hold about you and correct it if it is wrong.

### **Your rights with respect to your data**

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the
- data is no longer necessary for the purposes of processing; and

- request that we transfer your, and your child's personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](https://ico.org.uk/)

### **In general**


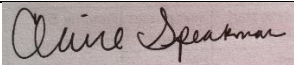
We will comply with the General Data Protection Regulation 2018 (GDPR) and any subsequent legislation on information handling and privacy. We will do this through Horsted Keynes Preschool's strict Policies. We will support you with any questions or problems that you may have with the General Data Protection Regulation 2018, the Human Rights Act 1998 or the Freedom of Information Act 2000. If we cannot help you, we will give you advice on where to get the information you may need.

### **Our Commitment**

We will only collect information that is necessary for what we do. We will be fair in the way we collect information about you. We will tell you what we intend to do with the information about you. Where possible, we will collect information directly from you. If we collect information about you from someone else, we will make sure you know what information we hold on you, where possible and legal.

### **Changes to this notice**

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

This policy was adopted by	Horsted Keynes Preschool
On	1 <sup>st</sup> April 2018
Reviewed 1 <sup>st</sup> Apr 2019	
Reviewed 1 <sup>st</sup> Apr 2020	
Reviewed 1 <sup>st</sup> Apr 2021	
Reviewed 1 <sup>st</sup> Apr 2022	
Reviewed 1 <sup>st</sup> Apr 2023	
Signed on behalf of the provider	
Name of signatory & Role of signatory	Clare Humphreys Manager
Countersigned by Chair of committee	
Name of counter signatory	Claire Speakman