

Privacy Notice – General Data Protection Regulation May 2018

Little Owls Preschool (Boxted)

We are the Data Controller for the purposes of the General Data Protection Regulation. We collect information about your child and use this personal data to:

- support your child's development and well-being
- monitor and report on your child's progress
- ensure that this setting receives the statutory funding which it is eligible for
- comply with statutory requirements and duties.

Most of the data we hold is required by law.

You can ask to see the data we hold about you and your child at any time and can withdraw any consents you have given.

What information do we collect and what do we use it for?

There is a legal requirement¹ for us to hold information about your child to enable us to care for them effectively and safely. This information is requested on the registration form which is completed before your child joins Little Owls. This information includes your child's details (name, date of birth, home address, health information and name of family doctor), parents' details (name, phone and email contact information) and details of people who can be contacted in an emergency or who may also pick up your child (name and phone contact information).

Who do we pass information to?

We are required by law to pass some information to Essex County Council as the Local Authority and the Department for Education through the Free Early Education Entitlement headcount and annual Early Years Census. This information includes your child's name, date of birth, home address, the number of Free Entitlement hours you are accessing for your child and personal characteristics such as ethnic group and whether your child has special educational needs.²

¹ The statutory duty is explained in the Framework for the Early Years Foundation Stage welfare requirements to *"maintain records and obtain and share information (with parents and carers, other professionals working with the child, the police, social services and Ofsted or the childminder agency with which they are registered, as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met... Records must be easily accessible and available... Records relating to individual children must be retained for a reasonable period of time after they have left the provision... Providers must record the following information for each child in their care: full name; date of birth; name and address of every parent and/or carer who is known to the provider (and information about any other person who has parental responsibility for the child); which parent(s) and/or carer(s) the child normally lives with; and emergency contact details for parents and/or carers."*

² If you require more information about how the Local Authority and Department for Education store and use this data please go to the following website: www.essex.gov.uk/FEEE (see paragraph headed 'Early Years census and personal data').

We also pass information to Tapestry who are the Data Processors for our learning journeys. The information held by Tapestry is determined by us. We restrict the number of people at Little Owls who can provide details of the child and parents to Tapestry. The manager and business manager have received training in Data Protection Law (known as GDPR) and are the only people with access to set up new Tapestry accounts with personal details of child and parents. In your registration pack, we obtain your consent to add photos of your child to Tapestry and to tell us how we should use them.³ You have the right to withdraw or change this consent at any time. The processing of data within Tapestry happens within the EU; the primary processing and storage location is within Ireland and offsite back-ups are located in Germany. Tapestry handles data securely and their contract with us details how they comply with data protection law and their security protocols. If you wish to see this contract, please ask us.

Information about your child's development (the learning journal) may be passed directly to their primary school (or other early years setting); information may also be shared with other professionals and outside agencies to ensure that your child's needs are met (for instance to access speech and language therapy). You are asked to give your consent to this within the registration pack. You can withdraw this consent at any time.

There are some very limited circumstances in which we are required by law to pass on information about you and your child to other professionals without your consent. We have a duty to follow guidelines from the Local Safeguarding Children Board in this regard. Our Safeguarding Children policies can be viewed on our website www.littleowlsbosted.co.uk or at the preschool.

Personal details of Trustees of the preschool are by law notified to Ofsted, the Charity Commission and Companies House.

Where do we keep your information?

Information is kept securely on the premises and is not available or accessible to anyone other than those who have a professional need. We make sure that information held on computer is secure and accessed only by people who have a need to use it. Paper information is kept in locked cabinets, only accessible to the staff who need it to perform their role. The locked cabinets are in a room which itself is locked when the building is unoccupied.

How long do we keep your information?

When your child leaves the preschool, information relating to parents and emergency contacts will be deleted from our records. Information is deleted from Tapestry and will be deleted permanently by Tapestry after 90 days.

³ Please note that no photos with identifiable children are used on our website or on our facebook page.

Information about your child (name, date of birth and home address) will be held securely for a reasonable period of time, usually three years after leaving the setting. We are required to keep parent forms relating to Free Early Education Entitlement for three years.

In some cases, further information relating to children with Special Educational Needs will be held for three years, where it has not been possible to transfer this information to school or other new setting.

We are required by law to hold details relating to our financial and tax affairs for 6 years.

Where can you find more information or lodge a complaint?

The regulator for the GDPR is the Information Commissioner's Office (ICO) ico.org.uk