

Ravenside Pre School

Privacy Notice

How we use children's information

The Data Protection Lead with responsibility for monitoring this privacy notice is Karen Robson.

Why do we collect and use children's information?

Ravenside Pre School will record, process and keep personal information on you and your child in accordance with Article 6 – 'the rights of data subjects' under the Data Protection Act 1998. Soon to be under the Article 9 – 'processing of special categories of personal data' under the GDPR – from May 2018.

We use this data to;

- Support children's learning.
- Make assessments on children's development.
- Safeguard the children in our care in accordance with relevant legislation.
- Comply with Government legislation.
- Assess the quality of our services.

We use first names and in some cases surnames

- Allowing children the chance to complete self- registration.
- Access to our daily signing in sheet.
- Displaying children's pictures and work on our topic display boards.

Tick this box to opt in to this information being displayed

Ravenside Pre School collect, hold and share two kinds of records on children attending our setting.

Developmental records

These include;

- Developmental information collected prior to the child starting the setting.
- A copy of the Two Year Old Progress Check (if applicable).
- Observations of children in the setting, photographs, samples of work and developmental assessment records.
- A summary of the child's EYFS profile report.

Personal records

These include;

- Personal details – including the information provided on the child's registration form and any consent forms and characteristics such as ethnicity, language, and nationality.
- Contractual matters – including the child's days and times of attendance, a record of the child's fees and/or funding entitlement.
- Emergency contact details – including those people, other than parents/guardians with authorisation to collect the child from the setting.
- Child's health and well-being – including discussions about every day matters regarding the health and well-being of the child with the parent/guardian, records of accidents and medication records.
- Safeguarding and child protection concerns if applicable – including records of all welfare and protection concerns and our resulting actions, meetings and telephone conversations about the child and any information regarding a Looked After Child.

- Early support and SEND– including any focused intervention provided by our setting, a record of the child’s IEP and where relevant their Education, Health and Care Plan.
- Correspondence and reports – including letters and emails to and from other agencies and any confidential records relating to specific children.

Collecting Information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing pupil data

We ensure access to children’s files is restricted to those authorised to see them such as the Manager, Deputy, and Designated Person for Safeguarding and the settings SENCO where necessary. These confidential records are stored in a locked filing cabinet.

We also use the 2 Simple online learning journals to record and assess children’s development and progress.

All staff have a unique password to sign in to 2 Simple to prevent anyone accessing without consent.

Staff log out of 2 Simple when not in use, in order to maintain confidentiality.

All iPads are stored in a locked filing cabinet.

Parent’s consent to their child’s photographs being used for the children’s learning journals and to be used on the website.

Please tick the boxes to agree/opt in to the following services being provided;

Photographs are at times used for our website this can be group photographs or individual photographs and are able to be viewed by all previous and existing parents/carers and any interested parties.

Photographs will be used for the production of scrap books which are displayed within the Pre School room.

We retain children's records for three years after they have left the setting, except records that relate to an accident or safeguarding matter. These are kept until the child reaches the age of 21 years or 24 years respectively.

Sharing Information

The information that you provide to us, whether mandatory or voluntary will be regarded as highly confidential. We do not share information about your child with anyone without consent, unless the law and our policies allow us to do so.

We routinely share information with

- Schools that children attend after leaving us.
- Our local authority for the purpose of FEYE (Free Early Years Entitlement) and the Early Years Census.
- The department of education (DFE) as part of statutory data collections.

We are obliged to share confidential information without authorisation from the person who provided it to whom it relates when;

- There is evidence that the child is suffering, or is at risk of suffering significant harm.
- There is reasonable cause to believe that a child may be suffering, or is at risk of suffering significant harm.
- It is to prevent significant harm arising to children, young people or adults including the prevention, detection and prosecution of serious crime.

Further information regarding information sharing and confidentiality can be found in our policy documents.

Requesting access to your personal data

Under data protection legislation, parent/guardians, children and young people have the right to request access to information about them that we hold. Where a child is too young to give informed consent the parent/guardian is the 'subject' of the file and has a right to see the information held.

Children's developmental records are shared regularly with parents/guardians and formal requests to access these are not required.

To make a request for your personal information contact Karen Robson.

You also have the right to;

- Object to processing of personal data that is likely to cause, or is causing damage or distress.
- Prevent processing for the purpose of direct marketing.
- Object to decisions being taken by automated means.
- In certain circumstances have inaccurate personal data rectified, blocked, erased or destroyed and claim compensation for damages caused by breach of Data Protection Regulations.

If at any point you wish to withdraw consent for sharing data that is not mandatory, you must notify Karen Robson in writing, this will be looked at and you will be contacted within 30 days.

If you wish to discuss anything in this policy notice, please contact Karen Robson.

If you have a concern about the way we are collecting or using your personal data, you should raise your concerns with us in the first instance or directly to the Information's Office at <https://ico.org.uk/concerns>

Parent/Guardian Consent

I have read and understood all of the above and give my consent where required.

Name of Child

Name of Parent/Guardian.....

Signature of Parent/Guardian.....

