

PRIVACY NOTICE

As a childcare provider we are required to keep personal data for each child as set out by the Early Years Foundation Stage. This is for both contractual reasons and for Emergency reasons. We are required to inform you of how we process and store personal data in our setting.

The Information we Collect:

In our setting we use digital and paper to store data, both are kept securely and away from children and visitors. Ovivio is a secure system and parents can only access their own children's data.

As a childcare provider no unauthorised persons have access to these records and any visitors to the setting sign in and will never be left alone with any confidential information. Please refer to the policies for further information.

The work mobile phone will never be left unattended.

How we Use Your Data:

Sometimes we may need to share information with other settings to ensure your child is getting the best possible and consistent care. We may also need to share information with the local authority, relating to funding. However, permission is sought for this.

Major safeguarding concerns will be the only occasion we may need to share information without permission. Please see the safeguarding policy for further information. Mostly we use the data to enter into a legally binding contract with each family, and to use in the event of an emergency.

We are covered by the ICO for using our work mobile phone to make contact with you and to store your numbers and to take photos of your child. Photos are deleted as soon as possible, always within the same day as taken. My phone is Face ID protected.

Once a child leaves the setting the only data, we will keep will be the ones required by law, please see the Data Retention Policy. You will take some data away with you and anything else non statutory can be destroyed at your request.

As a childcare provider we must adhere to the Lawfulness of Processing Data, in short, any data we need from you must fall into one of the following categories.

- Consent of the data subject.
- Processing is necessary for the performance of a contract with the data subject.
- Processing is necessary for the compliance with a legal obligation.
- Processing is necessary to protect the vital interests of the data subject.
- Processing is necessary in the public interest, or the controller has official authority.
- Processing is necessary for the purposes of legitimate interests pursued by the controller or a third party.

The data we are required by law to hold for each child is as follows:

- Child's Name.
- Child's DOB.
- Child's Address and Contact Details.
- Parent Addresses (if different) and Contact Details including phone number.
- Parental Responsibility.
- Legal contact.
- Emergency Contact Details.
- Allergies / dietary requirements information.
- Any other special requirements / needs /medical history details.
- Names of people who can collect your child if not yourselves.
- Doctor's Name and address, and contact number.

As such the above can be collected in compliance with the principles above; We need this data to put a contract together to make it legally binding, and to abide by my OFSTED registration requirements. Therefore, the data will be necessary under Points 3 and 4 at the very least.

Disclosure

Your information held is secure and held only by ourselves unless we are required to share with a third party such as another childcare setting, NEF claims, health visitor, safeguarding complaint, or Doctors in the event of an emergency. Please refer to the policies and permissions for further information.

Retention of Data

When you leave the setting, you are entitled to take all data relating to your child's progress. We are required by law to hold onto some data for a long period of time so we cannot destroy these or pass them over to you. Please ask if you would like further information on the retention timescales. You have the right to request any additional data we may hold is either handed over to you or destroyed at your request.

Your Rights

- Right to access.
- Right to rectification.
- Right to erasure.
- Right to restriction of processing.
- Right to objection.
- Right to data portability.
- Right to lodge a complaint with the Supervisory Authority.