

The Children's Workshop

PRIVACY NOTICE

Introduction

The Children's Workshop is committed to protecting the privacy and security of your personal information.

This privacy notice describes how the Children's Workshop collects and uses personal information about children attending the Pre-school and the parents of the Children in accordance with the General Data Protection Regulation (GDPR).

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

How we use children's information

The Data Protection Officer/Lead with responsibility for monitoring this privacy notice is Jacky Brown.

Why do we collect and use children's information?

The Children's Workshop will record, process and keep personal information on you and your child in accordance with the General Data Protection Regulation.

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
- Contact you regarding your child.

The Children's Workshop collect, hold and share two kinds of records on children attending our setting.

We need this data primarily to allow us to perform our obligations (including our legal obligations) to Children. The situations in which we will process personal information of Children are listed below.

Developmental records

These include:

- Developmental information collected prior to the child starting at the setting
- A copy of the child's Two Year Old Progress Check if and when relevant.
- Observations of children in the setting, photographs, video clips, samples of work and developmental assessment records.
- A summary of the child's Early Years Foundation Stage (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.
- Business administration matters – including the child's days and times of attendance, a record of the child's fees and/or funding entitlement, any records of fee reminders and/or disputes
- Emergency contact details – including those people, other than parents/guardians with authorisation to collect the child from the setting.

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- Children'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 – 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 SEN – including any focussed intervention provided by our setting, a record of the child's IEP and, where relevant, their Statement of Special Education Need.
- Correspondence and reports – including letters and emails to and from other agencies and any confidential reports relating to specific children

We will collect, store, and use the following categories of personal information about Parents:

- Name(s).
- Home address.
- Telephone numbers, and personal email addresses.
- National Insurance number (for 30 hours funding application and verification).
- Bank account details (for fee payment queries).

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about a Parent's race or ethnicity, spoken language and nationality.
- Conversations with Parents where Employees of the Pre-school deem it relevant to the prevention of radicalisation or other aspects of the governments Prevent strategy.

We need all the categories of information in the list above primarily to allow us to provide our services and to enable us to comply with legal obligations. The situations in which we will process personal information of Parents are listed below.

- The personal information of Parents will be shared with local authorities without the consent of Parents for Early Education funding purposes.
- To report on a Child's attendance.
- To be able to contact a Parent or a Child's emergency contact about their Child.
- To ensure Pre-school fees are paid.

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.

The Early Years Foundation Stage (Welfare Requirements) Regulations 2012 place a legal obligation upon us to collect and process much of the information detailed above. Therefore we do not require your consent to collect this information as we have a fair and lawful reason for doing so.

All forms collecting data will clearly state our lawful basis for processing the information you supply and where the request is voluntary or consent is required this will be clearly stated.

Storing children's data

We ensure that access to children's files is restricted to those authorised to see them such as the managers, deputies, designated person for child protection, the child's key person or the setting SENCO's. These confidential records are stored in locked cabinets within the Children's Workshop premises and password protected, setting owned laptops.

We retain children's records for 7 years after they have left the setting, except records that relate to an accident or child protection matter. These are kept until the child reaches the age of 21 years or 24 years respectively.

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Sharing information

The information that you provide to us, whether mandatory or voluntary, will be regarded as 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 without consent with:

- Schools – to provide a successful transition by ensuring information about the child's progress and current level of development and interests are shared
- our Local Authority (Surrey CC) for the purposes of the Early Education Entitlement for 2, 3 and 4 year olds and the Early Years Census
- The Department for Education (DfE) as part of statutory data collections.
- Regulatory bodies – for ensuring compliance and the safety and welfare of the children

We are obliged to share confidential information without authorisation from the person who provided it, or 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 policies.

How secure is my information with third-party service providers and other entities in our group?

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

DATA RETENTION

How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our Data Protection policy.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

Requesting access to your personal data

Under data protection legislation, parents/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 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 please contact Jacky Brown.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- withdraw consent where given
- prevent processing for the purpose of direct marketing
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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If you would like to discuss anything in this privacy notice, please contact Jacky Brown.

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