

Safeguarding and Welfare Requirement: Information and Records

Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them.



10.10 Privacy Policy

Montys Nursery and Pre-School's Privacy Notice

Montys Nursery and Pre-School

32 Thompson Avenue

Richmond

Surrey

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Data Protection Officer

Kirsty Wylie

This policy covers the Data Protection principles and an individual's rights as set down in the General Data Protection Regulation which will come into force on 25th May 2018. This new regulation will replace the current Data Protection Act 1998 and the Electronic Communications Regulations 2003.

All data will be; fairly and legally processed, be relevant to the needs of the nursery setting, not be unnecessarily excessive in detail, be accurately maintained, will not be kept for longer than necessary, or as required by law and be securely stored.

Data which may be held includes the following:

- List of names, addresses, home telephone number and emergency contact numbers for children attending the nursery, staff, volunteers and students. Early Education funding forms and all information related to this such as child's birth certificate/passport and parents NI number. This information may be kept on computer, paper or card indexes.
- Paper or computer based employee files/information containing employment records, bank account details and national insurance numbers.
- Staff training records
- Performance records on staff
- Information contained on an email which may mention the individual's name
- Children's assessment / observation records.

- Information provided to or received from external sources
- Photographs
- Incident reports

This list is not exhaustive and will be subject to change.

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 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 keep you updated with information about our service

With your consent, we will also record your child's activities for their individual profile. 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.

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).

Sharing of information

Information sharing is essential to meet the needs of the children and families who attend Montys Nursery and Pre-school. Data may therefore be shared with and may be obtained from:

Staff members/ students / volunteers

Schools

External agencies such as Local Safeguarding Children's Board, local authority, Ofsted etc....

We do not disclose your personal data to third parties without your permission, unless we are required to do so by law.

Security of information

We will ensure that measures are taken to safeguard personal data. Each individual has a personal responsibility to ensure that any information of a personal or sensitive nature to which he/she has access in the course of his/her work is protected from unauthorised access and disclosure.

In Particular, individuals must observe the following rules:

Electronic storage of such material should be password protected, this includes memory sticks/discs and tablets.

Paper copies of personal data must be held in secure lockable cabinets.

Individuals are not to disclose personal information except to authorised colleagues.

Information must not be used for any purposes than for what it was intended.

No records are to be taken off site, if for any reason records need to be taken out of the nursery appropriate security measures will be taken to safeguard information.

Information no longer needed, will be shredded.

Accessing Montys Nursery and Pre-School Website

You can access our website without disclosing any of your personal data. The only data we will receive will be if any information has been submitted on our contact us form. This information is then sent to us via email for the purposes of us getting in contact with you as requested. This information will not be used for any other purpose.

Use of cookies

“Cookies” are small text files that are stored by the browser (e.g internet explorer/safari etc). These cookies are created when you visit a website and are stored in the cookie directory of your computer/mobile phone. Cookies are used by many websites and can do a number of things, eg remembering your preferences and counting the number of people looking at a website.

All modern browsers allow you change your cookie settings. These settings will be found in the options/preferences menu of your browser.

Your rights with respect to your data

You have the right to:

- request access, amend or correct your/your child’s personal data, please do this in writing.
- 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 have 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