



## Privacy Notice

Kids Club Ely Ltd & St John's Preschool record, process and keep personal information about you and your child in accordance with Article 6 of the General Data Protection Regulation (GDPR, May 2018): 'the rights of the data subjects'.

It is a requirement of our registration with the Information Commissioners Office (ICO) to provide you with information about the details we keep about you and your child/ren.

This requirement applies to information we collect in relation to:  
Online data processing  
Paper data processing

### **Records we hold about you and your child/ren**

We hold 2 different types of records about you and your child:

#### **Developmental records including:**

Information from you  
Details about your child's learning and development at home  
A copy of your child's statutory 2 year progress check  
Observations of your child's learning  
Assessments, individual planning and regular progress summaries.

#### **Personal records including:**

Personal details required by the statutory frameworks and / or the Local Authority for funding purposes  
Contractual details including attendance registers and fees information.  
Emergency details including your contact details and records of your child's health and care needs.  
Safeguarding and child protection records.  
Any records required to support your child such as shared information from other agencies and professionals.

### **What information I need about you and your child/ren**

We hold information about you and your child/ren to allow us to comply with the Early Years Foundation Stage (EYFS, 2017) and the Childcare Register (2016). Some of the data we process relates to the Early Years Inspection handbook (2016). Most of the information we collect about you and your child is statutory; when information is optional we will let you know that you have a choice whether to share it with us or not. With your consent, we also record your child's activities for their learning record on Tapestry. This may include photographs and videos. You have the opportunity to withdraw your consent at any time, for images taken by confirming in writing.

## **What we do with your data and with whom it is shared**

We are required to hold and use this personal data in order to comply with the statutory framework of England, Ofsted, the Department for Education and the local authority early years team. This data will be used to:

- support your child's development
- monitor and report on your child's progress
- share information about activities in our setting
- contact named people in an emergency
- share with other professionals in accordance with legislation
- ensure a contract of service is delivered and maintained
- ensure that this setting receives the statutory funding for which it is eligible.

We are required to ensure the information we collect about you and your child/ren is treated confidentially and only shared when there is a need for it to be shared. With your permission this data may be, when necessary, shared with:

- Other professionals supporting your child, for example health visitor, pre-school, nursery, school, other health or education professional
- The local authority through the Free Childcare and Early Education Entitlement headcount and annual Early Years Census (England)
- The local safeguarding children's board or Social Services Referral and Assessment Team if the staff ever have any concerns about the safety of your child.
- Ofsted
- HMRC and Tax Credits if requested regarding your income and expenses including, your invoices.

## **Ensuring your data is accurate**

Under the GDPR we are required to keep data about you and your child/ren up-to-date and to ensure it is accurate: we will do this regularly. You have the right to access personal data about you and your child/ren and we will share this information with you on request.

## **How do we protect your data?**

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

- Keeping all paperwork containing personal data in a locked filing cabinet, in an office which is locked after hours.
- Shredding all paperwork after the appropriate retention time (see Records Policy).
- All personal data stored securely on our Secure online booking system is covered by the Privacy Policy of Cheqdin.
- Tapestry transfers to other settings occur electronically. We have a copy of their Data protection policy should you wish to view it.
- Ensuring all computers, tablet's and Tapestry Online Learning Journals are password protected. These are changed regularly and if a member of staff leaves the setting their access passwords will be deleted immediately.

- Ensuring any portable data storage equipment used e.g. USB memory sticks, are password protected and/or stored in a locked filing cabinet.

### How long we keep your data

We are required to inform you how long we retain information about you and your child/ren. You will find this information in our Retention Policy.

### How we delete your data

Please see the Retention Policy for more information.

### How you can make a complaint

We are required to inform you about how you can make a complaint relating to a data breach or if you think we are not processing your data appropriately.

Complaining to Ofsted –

Ofsted can be contacted in the following ways:

- email – [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk);
- phone – 0300 123 1231;
- address – Piccadilly Gate, Store Street, Manchester M1 2WD.

Please see our Complaints Policy for more information.

Complaining to ICO - if you are concerned about a data breach, you can contact the Information Commissioners Office –

<https://ico.org.uk/for-organisations/report-a-breach/>.

### Online data processing

Computer and laptop security includes regularly updated antivirus software and secure password protection (regularly changed).

**Electronic equipment** – Ann Turner and Cathy Price have computers and laptops which are used for business purposes. Information is stored on the computers and accessed through the computer and Dropbox.

**Visiting our website** - when you visit our website to, for example, look up some information Google Analytics collects internet log information and details of visitor behaviour patterns: We do not use this information.

**Invoices** – we use XERO software to send invoices and reconcile bank transactions, for invoicing purposes this software stores your name, child's name, email address and home address.

**Email including e-newsletters and e-invoices** – Ann Turner and Cathy Price Microsoft Office to process emails and our email provider is Gmail. We keep a copy of your email address on our computers to allow us to process emails quickly; we do not gather statistics or monitor any information.

**Text messages** – We use EE mobile as our mobile phone provider to send and receive text messages. We may keep a copy of your mobile phone number in our phonebook to allow us to send you texts. We have 4 Kids Club mobiles, these are used by Ann Turner, Cathy Price, the manager and the club phone.

**Tapestry** – We have 3 preschool tablets solely for the use of staff to access Tapestry. These are all passcode protected and each staff member has their own log in.

**Cheqdin** – We have 3 mobile phones without SIM cards solely for the use of staff to access the Cheqdin app to log attendance of children in out of school clubs. These are all passcode protected and each staff member has their own log in. All of Cheqdin's data is securely stored in the cloud and is hosted on AWS Secure servers in London, United Kingdom. Therefore your data is stored locally and complies with the UK/EU data protection laws.

## **CCTV**

Kids Club Ely Ltd operates CCTV on the premises and is mindful of the GDPR implications of this. Please refer to our separate CCTV policy

Requests for access to CCTV are covered in both the CCTV policy, for general requests, and, for Subject Access Requests.

## **Paper data processing**

Paper documents relating to you and your child/ren are stored in a locked cupboard. Some documentation is retained in the office to be shared with you and your child/ren on request including your child's Learning Journey file. Weekly and daily attendance registers are stored on the entrance desk and transferred to the locked cupboard when completed.

Paper data includes:

- Your child's learning and development information (if not consenting to Tapestry)
- Registration forms
- Attendance registers
- Documents for HMRC including invoices
- Parent – provider contracts
- Permission form
- Safeguarding forms relating to your child's health and safety
- Emergency contact details

**Local Authority funding forms** - parents who are eligible to claim 15 or 30 hours Government funded childcare are required to complete a Local Authority 'Free Early Education Entitlement Parent Declaration' form\*. This form includes identifiers such as

parent names and National Insurance numbers and the child's personal details and characteristics such as ethnic group,

This policy ( Version 1) was adopted at a meeting of Kids Club Ely Ltd & St John's  
Preschool on 8<sup>th</sup> May 2020 (Review May 2021)

Signed \_\_\_\_\_ *Chice* \_\_\_\_\_ Dated \_\_\_\_ 08/05/2022 \_\_\_\_\_  
\_\_\_\_\_

Version	Changes made	Signed	Review date
1.1	Tapestry amendments		
1.2	CCTV amendments		
1.3	Cheqdin amendments		