**Westfield Playgroup Privacy Notice**

Written by: Julie Guest Date: 16/05/2018

Playgroup records, processes and keeps 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.

\*ICO - <https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>.

This requirement applies to all information Playgroup collects in relation to:

* Online data processing
* Paper data processing

**Records Playgroup holds about you and your child/ren**

Playgroup holds 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 27 month 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 Playgroup needs about you and your child/ren**

Playgroup holds information about you and your children 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 Playgroup or not.

\*EYFS 2017-

<https://www.gov.uk/goverment/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf>

\*\*Childcare register 2016 – see Annex C –

<https://www.gov.uk/goverment/uploads/systems/uploads/attachment_data/file/616082/EY_and_childcare_reg_handbook.pdf>.

\*\*\*Early Years Inspection handbook –

<https://www.gov.uk/goverment/uploads/system/uploads/attachment_data/file/596329/Early_years_inspection_handbook.pdf>.

**What Playgroup does with your data and with whom it is shared**

Playgroup is 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, ideally with your permission in advance of sharing, for example-

* We share information with other settings or agencies involved in your child’s care – We are required to do this by the EYFS (See Permission slip on Westfield Playgroup’s Registration Form)
* We are required to share a copy of your child’s 27 month progress check with your health visitor – We are required to do this by the EYFS (see the EYFS for more information)
* We are required to share information with my Local Authority for the purposes of the 2,3 and 4 year old funding offer and any extra funding we might claim for our child (see the Local Authority Privacy Notice for more details)
* We share information about income and expenses including, when requested, your invoices and payments with HMRC and Tax Credits.

**Ensuring your data is accurate**

Under the GDPR Playgroup is 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 long Playgroup keeps your data**

We are required to inform you how long we retain information about you and your children. You will find this information in ‘Our Retention period for records’ which we will share with you before your child/ren starts in our setting, it can also be found on our website.

**How Playgroup deletes your data**

**Online deletion –** files held in relation to children and their families on the computer are deleted when no longer required.

**Paper deletion –** files held in paper format, including photos of children, are either handed to parents when the child leaves or goes to school or shredded when no longer required. Please see the Retention Periods for Records information in the foyer or on our website.

**How you can make a complaint**

Playgroup is 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 – [enquires@ofsted.gov.uk](mailto:enquires@ofsted.gov.uk):

phone - 0300 123 1231; address – Piccadilly Gate, Store Street, Manchester M1 2WD

Please see my Complaints Policy for more information.

Complaining to ICO – if you are concerned about a data breach, you can contact the Information Commissioners Office – <http://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 –** Playgroup has a laptop which is used for business purposes. Information is stored on the laptop and accessed through Dropbox\*

\*Dropbox – [www.dropbox.com](http://www.dropbox.com).

**Visiting Playgroup’s website –** A Statistics collection program is in use which analyses visitor behaviour pattern. The Playgroup manager is the only person with access to the program and the data contained within is completely anonymised, which means no individual can be identified from the data. Factory Internet Ltd host and operate Playgroups website. Factory Internet collect logs of traffic going to and from our website, this data is only ever used for the purpose of hosting our website. Access to this data is strictly controlled, the only piece of pertinent information stored about a user is their IP Address/Date and time of visit. This is only ever used for diagnostics and the data is purged and deleted within 30 days of being created. Our website contains links to other websites such as Google Maps and our facebook page: We cannot be held responsible for links that do not work or the accuracy of the information contained in the websites.

**Emailing including Newsletters, updates and Prospectus** - Playgroup uses Windows Mail to process emails and our email providers are Hotmail and Gmail. Your email address is kept in the children’s information file. The Committee secretary keeps a copy of your email address within an address book in her Gmail account to allow us to process emails quickly: we do not gather statistics or monitor any information.

**Text messages –** Playgroup uses ID Mobile as our mobile phone provider to send and receive messages. We keep a copy of your mobile numbers in the Children’s Registration Information file.

**Facebook –** Playgroup has a facebook page where we up load photos of the activities, special events for parents/followers to see. Some photos include children but never their faces, we never write any personal information on our page.

**Paper data Processing**

Paper documents relating to you and your child/ren are stored in a locked cupboard/filing cabinet when not in use. The children’s learning journeys, 27th month check etc are completed by their key person at home, \*\*\*\*\*\*\*

**Paper data includes:**

* Your child’s learning and development information
* Attendance registers
* Documents for HMRC including invoices
* Parent-provider contracts
* Permission forms
* Safeguarding forms relating to your child’s health and safety
* Emergency contract details

Please see Playgroups **Data Audit** for full 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.

**Changes to this privacy notice**

The Privacy Notice is reviewed annually and as required.

Updated: 09.05.2018

**References etc**

* ICO website – htts://ico.org.uk/ and helpline 0303 123 1113
* Early Years Foundation Stage (DfE, 2017) and related documents.
* Croner-I article about GDPR and the Early Years- <https://app.croneri.co.uk/feature-articles/what-general-data-protection-regulatin-means-early-years-providers>.
* GDPR for the education sector guidance from ICO- <https://ico.org.uk/for-organisations/education/educaton-gdpr-faqs/>.

**Websites used in this guide-** in places this guide might link to other websites. Westfield Playgroup cannot be held responsible for the content or availability of these sites.

**Disclaimer-** This guide contains general information about the General Data Protection Regulation and its impact on early years providers. It does not constitute legal advice. It is important that you consider whether you need to take further advice from ICO (0303 123 1113) before making any changes that might put your business at risk.

For further information please see Julie Guest, Westfield Playgroup Manager