

Just for Kidz Ltd Privacy Notice

In accordance with the GDPR our setting has a duty to abide by the requirements of the EYFS and the GDPR. We process personal data relating to those we employ to work as, or are otherwise engaged to work as, part of our workforce in accordance with Article 6 – ‘the rights of data subjects’ under the Data Protection Act 1998. {Article 9 – ‘processing of special categories of personal data’ under the GDPR - from May 2018}

We collect, hold and share the following information. We will collect and process personal data for and to the extent necessary for the specific purpose(s). We are collecting data in accordance with the EYFS 3.8-3.71. We collect the information as it provides us with tools to ensure your child's needs are being met whilst in our care.

The type of details that we will gather on your child are as follows:

<ul style="list-style-type: none">• Personal details of the family we are providing care for – this includes your name, your address, your email address, telephone and mobile phone number as well as other contact information
<ul style="list-style-type: none">• We will collect information on your child’s routine, likes and dislikes as well as where they are developmentally at the point of entry. This is to ensure that we can meet the needs of your child.
<ul style="list-style-type: none">• As part of our commitment to ensuring equality in our setting, we will collect information pertaining to your family’s ethnicity, language, and nationality. This is to ensure that we can fully meet the needs of your child whilst in the setting with us.
<ul style="list-style-type: none">• We also have a duty to ensure that we can act swiftly and to contact the relevant and appropriate people in the event of an accident, problem or in the event of death. Therefore we collect information relating to your child’s next of kin.
<ul style="list-style-type: none">• We retain information pertaining to your child’s attendance, sickness and when away on holidays. We collect this information because it allows us to provide you with a detailed understanding of your child’s time here with us and plan accordingly in line with their needs. The data provides us with specific information allowing us to plan and ensure the fluidity of the setting.
<ul style="list-style-type: none">• We will collect information on your child ages and stages of development as this allows us to plan and prepare activities in line with the child's interest and developmental needs.
<ul style="list-style-type: none">• We will collect data on your child's development when they turn Twos years of age, and in accordance with the EYFS, we will share this data with the child's health visitor. This is known as the Two-year check. This is mandatory and is given Legal force under the EYFS.
<ul style="list-style-type: none">• Observations and Assessment – so we can meet the development needs of your child and provide them with enriching developmental opportunities.

The majority of data that we gather will be supplied by you the parent. The data will be processed in accordance with the principles of the GDPR. The data which we will hold will allow the setting to comply with the requirements of the EYFS. The majority of the information that the setting will collect will be based on the statutory framework and will be collected in accordance with that and processed and held in accordance with the GDPR. You will be made aware of the mandatory information we will need to collect and the information that you do not need to submit.

We will always ensure that you are aware of the types of data that you are legally obliged to provide but we will also tell you what data isn’t necessary. If you supply data that is not mandatory, but you feel the need to share this with us, we will ensure that your data is protected and not discussed with anyone else unless you disclose something which is illegal or harmful to a child.

We will from time to time ask you to update any data that we currently hold, this is because we will need to know that the information we hold about you is accurate and up to date and relevant.

We may gather and collect further information that helps us, to deal with any issues that may arise from complaints or disputes within the setting. We will from time to time ask parents to undertake a critical appraisal of the setting so that we can build on our existing excellent practice.

In some locations, we use CCTV for security/safety of our customers, staff and premises; to help prevent and detect crime; to support learning and training; and to defend legal claims.

How will we store data?

- We will ensure that only those that have a need to know basis can access staff data.
- Children's files are secured in a locked cabinet/or a data/password encrypted device

Sharing of Personal Data

The EYFS states that we are required from time to time to share specific information. Below is a table of who we will share this information with and why.

Data	Shared with	Why
FUNDING FORMS	Local Authority	As you are obtaining Government funding, you must supply your details including a copy of your child's birth certificate to prove your child is eligible.
Invoice and Payments	HMRC – TAX credits	From time to time nurseries are asked to provide information on parents that are in receipt of universal credits/Tax credits. This is to ensure that those receiving the benefits are right to do so.
Two Year Check Form	Health Visitor	It is a requirement of the EYFS to share this information with the child's health visitor. This ensures that no child is left behind and that children are developing in line with their expected age and stage of development.
Children's records, Learning and Observations reports, Photographs	OFSTED	Nurseries are inspected and during this process we will be required to share your child's data with Ofsted so that they can see we are providing the right care for your child and are EYFS compliant.
Safeguarding Notes/concerns	LSCB/LA/Ofsted/The Police	In the event of a safeguarding/child protection concern, we would have to comply with any request for information that may help with an investigation.

We will keep your data for a set period if we are legally obliged to do so (see Retention Policy), all other data will be surrendered to you when your child leaves our setting or will be destroyed as we will no longer have a legitimate interest to keep such data.

We will keep accident records and details of any medications given as well as records of safeguarding and child protection. These documents will be kept until the child reaches the age of 21 and 3 months as stated by the imitations Acts 1980.

Online data – PROCESSING

The data that we collect from your child and family will be stored on our laptop computer/iPad. We make use of an online system and have ensured that they are compliant with GDPR. We will never use an online system that does not comply with GDPR, and that would put your data at risk.

Website – if parents visit our website we do not collect any specific information. We provide numbers for potential parents to call us. Google analytics collects details on visitor behaviour, but we do not in any way make use of this information. If you click on any external links, please ensure that you are no longer connected to our website, so we cannot be held responsible for any external content.

Email data

If you have opted to receive emails from us, you will receive news information or invoices. We will not undertake any form of direct marketing, and when you leave the setting, we will delete your email address.

Any files or photography that we keep on any online systems including online platforms such as Online Learning Journals or on our hard drive or will be erased completely when your child leaves the setting. We will ensure that photographs will be deleted from the hard drive, taken off the cloud and deleted from any social media closed groups or one to one parent groups. All data will be PERMANENTLY deleted and will not sit in a recycling bin.

Paper Data

When you and your child leave the setting any paper documents that we have produced as part of the observation and assessments process will be given to you. Learning Journals, daily diaries and any other significant observations sheets will be handed over to you, the parent with parental responsibility.

Any documents that are not needed or wanted by the parents and are not required to be kept for a minimum amount of years will be shredded or burned. Please see the settings Retention Policy for further information.

The types of the paper process we are likely to process is as follows:

Paper Data	Stored
Contracts including personal details	Lockable cabinet – securely locked (or online system that is password encrypted)
Child Information Records	Lockable cabinet – securely locked (or online system that is password encrypted)
Learning Journals	Lockable cabinet – securely locked (or online system that is password encrypted)
Daily Diaries	Lockable cabinet – securely locked (or online system that is password encrypted) Also shared with parents. If taking home parents are responsible for the data at this point.

Emergency contact details including next of Kin	Lockable cabinet – securely locked (or online system that is password encrypted)
Consent forms	Lockable cabinet – securely locked (or online system that is password encrypted)
Early Assessment review – starting points	Lockable cabinet – securely locked (or online system that is password encrypted)
HMRC/Invoices	Lockable cabinet – securely locked (or online system that is password encrypted)
LA Funding Forms	Lockable cabinet – securely locked (or online system that is password encrypted)
Safeguarding and Child Protection	Lockable cabinet – securely locked (or online system that is password encrypted)
Accident and Emergency Forms	Lockable cabinet – securely locked (or online system that is password encrypted)
Shared Setting Agreements	Lockable cabinet – securely locked (or online system that is password encrypted)
Video Footage	iPad/Computer – password protected
Photographs	iPad/Computer - password protected
Children's Artwork	May be displayed on the walls, but we will not use names just initials of the child

All the above information is stored to maintain confidentiality and respect your privacy. It also protects against possible data breaches by preventing access to those who do not require access to your data. We are committed to ensuring that your data is fully protected and is not shared with anyone other than the data subject or relevant authority.

The right to request access to your personal

Under GDPR and UK Data Protection law you the data subject have strong data protection rights, and this means that you have the right to request access to your data. It also means that you have the right to have your data modified immediately if it is inaccurate.

You can also ask for your data to be erased, though please note this can be done in most cases unless there is a lawful reason for not doing so.

If you would like to make a formal request to access your data, please contact the setting as soon as possible and we will provide you with a Consent Withdrawal form and Data Deletion Form.

Making a complaint

If you feel your data has been breached, you can contact the ICO directly. The details are:

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

<https://ico.org.uk/concerns/>

You can also contact Ofsted on 0300 123 1231. However, they will refer you to the ICO for you to make a formal complaint.