



Noah's Ark Pre-school

Supporting children and families with God's love and practical care

Privacy Statement for Parents and Carers

This Privacy Notice is to tell you about what information we collect about you and your child when you apply to or attend Noah's Ark Pre-school, how we use that information and with whom we may share that information. We must provide the Privacy Notice to you when we start to collect information about your child.

The Data Controller for the purposes of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018 is,

Sophie Turner

What information will we collect about you and your child?

For you (and for a second parent/carer if you provide these details):	For your child/ren:
<ul style="list-style-type: none">• Name• Relationship to child• Who has parental responsibility• Each parent's address and contact details including email and phone numbers• Contact details at work• The contact details of someone you trust whom I would contact, if for some reason you were not contactable• National Insurance number	<ul style="list-style-type: none">• Full legal surname (derived from family, clan or marital association) of the child• Full given first name of the child• Name child is generally known by• Date of birth• Gender• Who has parental responsibility for the child.• Your child's current address and postal code• Who lives at the address.• The child's siblings and significant people in your child's life• The name of your child's GP surgery• Whether up to date with vaccinations• Ethnicity• Religion• Language/s spoken at home.• Whether your child has any Special Educational Needs or Disability and if so, details.• Number of hours attended that are funded by the local authority, universal and extended• Child's 30hour code• Number of private hours attended that are not paid through the local authority• Your child's eligibility for Early Years Pupil Premium and the basis for the funding• Your child's eligibility for Eligible 2-Year-Old funding and the basis for the funding• Whether social care are involved with your family and if so, whether your child is subject to a child protection plan, in care or a child in need and the name of our social worker.

1. What is the lawful basis is for processing your child's data?

Early Years settings have a statutory requirement to hold certain basic information about children in their setting and the name, address and contact details of every parent (Safeguarding and Welfare Requirements, EYFS 2017, 3.72). The Safeguarding and Welfare Requirement to hold certain data is given force by an order made under section 39(1)(a) of the Childcare Act 2006, therefore the lawful basis for processing information is 'legal obligation' GDPR 6(1)(c) and for special categories of data (such as medical information, special needs and safeguarding) under GDPR 9(2) (a)(b).

There is also a 'legal obligation' to record your child's learning and development (EYFS Learning and Development Requirements given force by section 39(1)(a) of the Childcare Act 2006). The purpose of observing, assessing and planning is to ensure good outcomes for a child based on the child's own interests, needs and stage of development.

We also hold information on the basis of 'legitimate interest' GDPR 6(1) (f) in order to ensure your child's safety and well-being and to provide a good quality service based on your child's individual needs.

Photographs are an effective way to illustrate and augment learning. Photographs will be taken with your consent GDPR 6(1)(9a) and for the purpose of informing you of your child's progress in learning

2. For how long will we hold your information: retention periods?

The EYFS (3.71) says that as a provider we should determine how long to retain records relating to individual children.

- When your child moves on from our setting we will forward all photographs and learning journals to you within 4 weeks. We will delete the photos and learning records one year after the child has left.
- We will retain; the Accident and Incident Log, the Medication Administration Records, the Attendance Register, signed Consent Forms, the Complaints Log and any record of allegations, for 3 years unless there has been a serious accident in which case 40 years.
- Any record of safeguarding concerns will be forwarded to the next setting/school in line with 'Keeping Children Safe in Education'. If a safeguarding referral to First Response led or was likely to lead to criminal prosecution, requiring records as evidence, we would take advice on retaining the record or retaining a copy of the record of any safeguarding concerns (see Goddard Inquiry).
- Any learning records and photographs of a 'looked after' child will be passed on to the child's Social Worker, who usually holds parental responsibility, for retention.
- Where we have shared your data with other Bristol City Council services, for example with regard to the Free Early Education Entitlement or Enhanced Provision Scheme, the general Bristol City Council retention schedule will apply and is available on the Bristol City Council website.
- HMRC financial records will be retained for six years.

3. How do we use/process information about your child, including photographs?

The information you have provided will be stored;

- In paper form in files in the Noah's Ark office. It is kept securely the office is locked when not in use. Learning diaries, containing information we have recorded are kept in the Noah's Ark rooms and locked away at weekends. From time to time you are invited to take your child's learning diary home. In which case, it is your responsibility to keep it secure.

Photographs of children taken during their time at Pre-school are printed at the end of each day and kept in the office until the child's keyworker is able to process them. Any that are not used are destroyed once the child has left.

- Electronically on a One Drive Account on the Noah's Ark PC. The PC which can be accessed by the Practice managers, office staff and senior members of staff. The PC is password protected and the files are password protected. The office is locked when not in use.

The One Drive Account can be accessed remotely by the Practice Managers and Office Managers. This account is password protected.

The Practice Managers and Office Manager may take work home on a memory stick. They are always careful to ensure that this information is not accessed by others. They will always use a memory stick provided by Noah's Ark and wherever possible, will omit information through which children can be identified. Any information stored temporarily on a memory stick will be deleted as soon as it is no longer required.

We liaise with you by email, telephone and letter

We record your child's progress through observations and assessment. Learning diaries are kept as described above. We also keep a cohort tracking record of progress of children in the setting as a whole. This is kept on the One Drives (as above) and a paper form is kept for analysis by the practice managers in a locked filing cabinet. Cohort tracking information is deleted after 6 years.

We take photographs using a digital camera. We only use cameras that have been provided by Noah's Ark and these are not taken off the premises other than for home visits, Forest School and other trips. Photographs are kept and processed as above. We may ask for your written consent to keep some photographs for use in our setting, such as to evidence the setting's development or on our website, but we will always obtain your express permission before doing so.

4. Who we may disclose your child's information to and why: the recipients of the personal data.

We will only share the information which you have provided about your child and the child's learning progress with you, the parent/carer, and with Ofsted, on the request of an Ofsted inspector, as the regulator and inspector of registered childminders.

In exceptional circumstances we may be required to disclose information in relation to safeguarding with the Local Authority Designated Officer, Children's Social Services/First Response, the police or legal services.

Information about your child's progress will only be shared with another professional such as a Health Visitor, SENCO, Speech and Language Therapist, Inclusion Specialist, Family Support or Early Help support worker after discussion with you and with your explicit, written consent. Liaison with another professional would be to support your child's learning and development and well-being.

5. The right to withdraw consent at any time, where relevant:

You have the right to withdraw your consent where the information we hold is based on your consent, such as in the use of photographs. As we are legally required to hold some essential information on children in our care, if you withdraw consent to hold all information about your child, we would be unable to keep them in our setting.

6. Your rights as the data subject:

You have the right to request access to your data and where data is found to be inaccurate, to have that data corrected. In certain circumstances you have the right to; have the data held about you or your child erased, have the use of it restricted, object to processing, or have your data transferred to another data controller.

If you change any contact details, such as your mobile phone or your work phone number, please let us know. Likewise, please inform us if an emergency contact should change their contact details.

7. Access to your information:

We will keep you updated and informed of your child's progress and share observation and assessments with you in keeping with the expectation of parent partnership which is described in the EYFS. You can ask to see what information I hold about you and have access to it. There are specific exemptions under which personal information may be withheld, for example if disclosure could cause harm to a child or another individual. You can make a 'subject access request' by contacting me in writing.

8. The right to lodge a complaint with a supervisory authority:

You have the right to object to the processing of your information and to have any inaccurate information corrected. You also have a right of complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk if you think we have dealt with your information in an inappropriate manner.

Parents/Carers' signatures _____