

Data Protection Policy and Procedure

Our data compliance lead is the manager, Christina Smith.

We are registered with ICO. We collect and store personal and sensitive information and data in accordance with regulations and data protection law. We ensure all personal data is used lawfully, transparency and for a specific purpose. We only collect data that is relevant and enables us to provide the best care for the children who attend Tina's Tots.

We hold data on these data subjects: Staff, Children, Parents and some wider family members.

Management are trained in data protection and all staff understand and commit to confidentiality rules set by the setting. Staff share information within the setting on a need-to-know basis only and do not share any information outside of the setting without the nursery managers permission and parental consent unless by gaining parental consent or managers consent a child is at risk of significant harm.

Parents with parental rights, have the right to request to see any information we hold on you or your child. This request must come in writing and a reasonable period of time provided to produce the requested data.

Parents have the right to decline permission to gather requested information or data, however childcare may not be provided without such information.

Parents are responsible for ensuring the information and data Tina's Tots hold on you and/or your child is up to date and accurate.

Should we feel that we have had a data breach, parents and staff will be notified within 72 hours and a log kept of how, why and security measures to ensure it does not take place again.

Only the nursery manager, C Smith takes any personal information off the premises of Tina's Tots, however all staff have access to Tapestry outside of the setting where some personal details such as names, D.O.B of the child and parents' emails addresses are logged. C Smith has logged her taking of personal details with ICO and Ofsted.

3 years after leaving the setting most information will be erased or passed onto the relevant and requested person. A request must be made by the parent, staff member or local authority for this information and written consent must be received before any information is passed from Tina's Tots.

The data we collect is listed below.

Data	How info is collected	Why is it needed and how do we use it?	Who do we share this with	Where/how is info stored	How long will info be kept?
Names of parent/carers, child, who has parental	<ul style="list-style-type: none"> Contracts All about me form 	<ul style="list-style-type: none"> To provide information to parents In safeguarding concerns 	<ul style="list-style-type: none"> Leeds City council for funding Ofsted for safeguarding concerns LADO for safeguarding concerns 	<ul style="list-style-type: none"> Electronically on portable IT device – pin protected 	3 years after leaving

responsibility, who is barred from child's life and address		<ul style="list-style-type: none"> To apply for funding To complete census To understand locality of our service 	<ul style="list-style-type: none"> Policy in safeguarding concerns Local authority services for situations in need of multi-agency approach Tapestry Names shared with staff 	<ul style="list-style-type: none"> Paper copy in locked cabinet Names – Displays Staff names – Website 	
Email address	<ul style="list-style-type: none"> Contracts Initial enquiry 	<ul style="list-style-type: none"> Send out information Communication Tapestry 	<ul style="list-style-type: none"> Tapestry Training providers Pension scheme – staff 	<ul style="list-style-type: none"> Electronically on portable IT device – pin protected Paper copy in locked cabinet 	3 years after leaving
Telephone numbers	<ul style="list-style-type: none"> Contracts Initial enquiry 	<ul style="list-style-type: none"> Send out information Communication 	<ul style="list-style-type: none"> Ofsted Local Authority Staff when required Other agencies needed for a multi-agency approach 	<ul style="list-style-type: none"> Electronically on portable IT device – pin protected Paper copy in locked cabinet overnight 	3 years after leaving
Date of birth – parents, child and staff	<ul style="list-style-type: none"> Contracts All about me form 	<ul style="list-style-type: none"> To provide correct care for the child To set ratios To identify parents for safeguarding concerns For funding 	<ul style="list-style-type: none"> Staff Ofsted Local Authority Tapestry Other agencies where required for multi-agency approach 	<ul style="list-style-type: none"> Electronically on portable IT device – pin protected Paper copy in locked cabinet and/or room Displays 	3 years after leaving
Child medical, physical and mental health information and requirements	<ul style="list-style-type: none"> All About me form Medical/allergy forms Staff suitability forms Supervision meetings 	<ul style="list-style-type: none"> To provide correct care To update risk assessment To involve multi-agency approach To monitor staff suitability 	<ul style="list-style-type: none"> Staff Ofsted LADO Early Help Hub Paediatrician Health visitor Tapestry – through observations Other agencies where required for multi-agency approach 	<ul style="list-style-type: none"> Electronically on portable IT device – pin protected Paper copy in locked cabinet Displays 	3 years after leaving
Medication information	<ul style="list-style-type: none"> Medication form Staff suitability form 	<ul style="list-style-type: none"> To provide correct care To update risk assessment To involve multi-agency approach 	<ul style="list-style-type: none"> Staff Ofsted Local Authority Tapestry – through observations Other agencies where required for multi-agency approach 	<ul style="list-style-type: none"> Electronically on portable IT device – pin protected Paper copy in locked cabinet Displays 	3 years after leaving

Medical and allergy plans	<ul style="list-style-type: none"> • Medical plan from GP 	<ul style="list-style-type: none"> • To provide correct care • To update risk assessment • To involve multi-agency approach 	<ul style="list-style-type: none"> • Staff • Ofsted • Local Authority • Tapestry – through observations • Other agencies where required for multi-agency approach 	<ul style="list-style-type: none"> • Electronically on portable IT device – pin protected • Paper copy in locked cabinet • Displays 	3 years after leaving
SENCO involvement	<ul style="list-style-type: none"> • SECO involvement forms • Development form 	<ul style="list-style-type: none"> • To provide correct care • To update risk assessment • To involve multi-agency approach • To provide inclusive practice. • To ensure all children are happy, secure and developing. 	<ul style="list-style-type: none"> • Staff • Ofsted • Local Authority • Health visitor • Tapestry – through observations • Other agencies where required for multi-agency approach 	<ul style="list-style-type: none"> • Electronically on portable IT device – pin protected • Paper copy in locked room • Displays 	3 years after leaving
Agency involvement	<ul style="list-style-type: none"> • CAF • Early Help Plan • SENIT report • SENDIF report • S&L report • Paediatrician report • HV notes 	<ul style="list-style-type: none"> • To provide best and correct care • To safeguard children • To update risk assessment • To involve multi-agency approach 	<ul style="list-style-type: none"> • Staff • Ofsted • Local Authority • Tapestry – through observations • Other agencies where required for multi-agency approach 	<ul style="list-style-type: none"> • Electronically on portable IT device – pin protected • Paper copy in locked room • Displays 	3 years after leaving
Incident or existing injury records	<ul style="list-style-type: none"> • Incident form • Accident form • Existing injuries form • Safeguarding log • Overall children's log 	<ul style="list-style-type: none"> • Keep records for later investigation • Provide continuous care • Update risk assessment • Gather a bigger picture • Safeguard children 	<ul style="list-style-type: none"> • Staff • Parents • Ofsted • LADO • Local Authority • Social services 	<ul style="list-style-type: none"> • Paper copy in locked room • Electronically on portable IT device – pin protected 	3 years after leaving
Accident records	<ul style="list-style-type: none"> • Accident form • Safeguarding log 	<ul style="list-style-type: none"> • Keep records for later investigation • Provide continuous care • Update risk assessment • Safeguard children 	<ul style="list-style-type: none"> • Staff • Parents • Ofsted • LADO • Local Authority 	<ul style="list-style-type: none"> • Electronically on portable IT device – pin protected • Tapestry 	3 years after leaving
Safeguarding concerns	<ul style="list-style-type: none"> • Cause for concern form • Safeguarding log 	<ul style="list-style-type: none"> • Keep records for later investigation • Provide continuous care • To safeguard children 	<ul style="list-style-type: none"> • Staff – Need to know basis • Parents • Ofsted • LADO 	<ul style="list-style-type: none"> • Paper copy in locked cabinet • Electronically on portable IT device – pin protected 	3 years after leaving

			<ul style="list-style-type: none"> • Social services 		
Attendance	<ul style="list-style-type: none"> • Face to face, Telephone and email communication 	<ul style="list-style-type: none"> • To safeguard children • To ensure the child's happiness, safety and wellbeing are considered • To ensure funding is correct • To ensure continuity for children. • To ensure staff welfare is monitored and support provided. 	<ul style="list-style-type: none"> • Education safeguarding • Social services • Local Authority • Ofsted – if required • LADO – if required – staff 	<ul style="list-style-type: none"> • Paper copy in locked cabinet • Electronically on portable IT device – pin protected 	3 years after leaving
Challenging or unwanted behaviours	<ul style="list-style-type: none"> • Within the setting through observations 	<ul style="list-style-type: none"> • To safeguard children • To identify triggers to prevent further unwanted behaviour. • To provide a fair and calm approach. • To have consistency • To share with parents • To work with parents on mirroring at home and nursery 	<ul style="list-style-type: none"> • Local authority • Early Help Hub • Ofsted if required • 	<ul style="list-style-type: none"> • Paper copy in locked cabinet • Electronically on portable IT device – pin protected 	3 years after leaving or 75 years if staff have had to intervene with physical force.
Positive COVID cases	<ul style="list-style-type: none"> • Email and telephone communications 	<ul style="list-style-type: none"> • To protect children, staff and parents from contracting COVID. • To inform LA and Ofsted • To monitor COVID risk assessment 	<ul style="list-style-type: none"> • Local Authority • Ofsted • Public Health England 	<ul style="list-style-type: none"> • Paper copy in locked cabinet • Electronically on portable IT device – pin protected 	3 years after leaving
Bank details – staff	<ul style="list-style-type: none"> • Staff contract • Start-up form 	<ul style="list-style-type: none"> • To pay salaries 	<ul style="list-style-type: none"> • HMRC • Accountant 	<ul style="list-style-type: none"> • Paper copy in locked cabinet • Electronically on portable IT device – pin protected 	3 years after leaving – as on personal contract
DBS certificate and update number – Staff	<ul style="list-style-type: none"> • DBS certificate • Staff overview sheet • Start-up forms • Staff contracts 	<ul style="list-style-type: none"> • To provide suitable care • To check staff suitability regularly 	<ul style="list-style-type: none"> • Ofsted • Local Authority • Reference requests 	<ul style="list-style-type: none"> • Paper copy in locked cabinet and/or room • Electronically on portable IT device – pin protected 	3 years after leaving
Suitability records - staff	<ul style="list-style-type: none"> • Suitability forms 	<ul style="list-style-type: none"> • To provide suitable care 	<ul style="list-style-type: none"> • Ofsted • Local Authority 	<ul style="list-style-type: none"> • Paper copy in locked cabinet 	3 years after leaving

		<ul style="list-style-type: none"> To check staff suitability regularly 	<ul style="list-style-type: none"> Reference requests LADO DBS 	<ul style="list-style-type: none"> Electronically on portable IT device – pin protected 	
Religious status	<ul style="list-style-type: none"> Staff contract All About Me form 	<ul style="list-style-type: none"> To provide suitable provision To monitor safeguarding concerns To develop the curriculum to needs/interests and beliefs of children 	<ul style="list-style-type: none"> Staff – if required Ofsted if required LADO if required 	<ul style="list-style-type: none"> Paper copy in locked cabinet Electronically on portable IT device – pin protected 	3 years after leaving
Sexuality – staff	<ul style="list-style-type: none"> Staff contract 	<ul style="list-style-type: none"> To provide suitable provision 	<ul style="list-style-type: none"> Managers if required 	<ul style="list-style-type: none"> Paper copy in locked cabinet Electronically on portable IT device – pin protected 	3 years after leaving
National insurance number, tax info/code	<ul style="list-style-type: none"> Staff contract Wage slips Wage overview Parent funding forms 	<ul style="list-style-type: none"> To pay staff accurately To apply for funding 	<ul style="list-style-type: none"> Accountant Local authority HMRC 	<ul style="list-style-type: none"> Paper copy in locked cabinet Electronically on portable IT device – pin protected 	3 years after leaving
Pension details - staff	<ul style="list-style-type: none"> Email 	<ul style="list-style-type: none"> To pay staff accurately 	<ul style="list-style-type: none"> Accountant 	<ul style="list-style-type: none"> Paper copy in locked cabinet Electronically on portable IT device – pin protected 	3 years after leaving
References	<ul style="list-style-type: none"> Email Letter 	<ul style="list-style-type: none"> To ensure the suitability of staff 	<ul style="list-style-type: none"> Ofsted DBS Management LADO 	<ul style="list-style-type: none"> Paper copy in locked cabinet Electronically on portable IT device – pin protected 	3 years after leaving
Criminal information of wider family of staff	<ul style="list-style-type: none"> Suitability questionnaire References 	<ul style="list-style-type: none"> To ensure suitability of staff To safeguard the children 	<ul style="list-style-type: none"> Ofsted LADO Management DBS 	<ul style="list-style-type: none"> Paper copy in locked cabinet Electronically on portable IT device – pin protected 	3 years after leaving

Written by: C Smith

Date written: 25.03.20

Review by: March 21

Date Updated: 15.10.21

Updated by: E Pallister

Review by: October 22

Updated: 05.04.22

Updated by: C Smith

Review by: Oct 22