



Date: April, 2018

Privacy Notice

To provide a professional childcare service and meet statutory requirements, it is necessary for us to collect and record information about the children and their families that we care for.

We take privacy seriously and in accordance with the General Protection Regulation we will commit to the following.

York House Childcare is registered with the Information Commissioners Office (ICO) as a data controller and agree that any personal data that we handle will be processed in accordance with all applicable data protection guidelines in force. For all personal data that we hold we must have a legal basis for collecting and processing this data under one or more of the six lawful bases briefly outlined below: -

- **Consent:**
The individual has given clear consent to process their personal data for a specific purpose.
- **Contract:**
The processing is necessary for a contract with the individual.
- **Legal obligation:**
The processing is necessary to comply with the law (not including contractual obligations).
- **Vital interests:**
The processing is necessary to protect someone's life.
- **Public task:**
The processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.
- **Legitimate interests:**
The processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

The key information that we require will be: -

- Child's name
- Child's date of birth
- Child's age
- Child's address
- Parents' names, addresses, contact numbers
- Who has parental responsibility for the child
- Emergency contact names, addresses and contact number
- Child's doctor's name and contact number

- Any allergies/medical history/ requirements
- Whether the child has any special educational needs or disabilities
- Ethnic group
- Religion
- Home language/s

This information will be collected by the setting as part of the child's induction. We will gather this data verbally at our initial meeting and record it on paper forms/digitally. In addition to this, we will verify this information with you at regular intervals to ensure it is up to date. We will do this by asking you to complete and return a data form. Note, 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 our local authority early years team.

Data Usage

The data we gather will be used for the following purposes: -

- To ensure the wellbeing of the children and to ensure we meet individual care needs.
- To meet our statutory obligation as a childcare provider.
- To tailor care to support existing routines, lifestyle choices and preferences.
- 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
- To access financial support/funding for eligible families.
- To comply with the law with regards to data sharing.

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
- Our local authority through the Free Childcare and Early Education Entitlement headcount and annual Early Years Census (England)
- Our local authority for the purposes of funded services that they support
- The local safeguarding children's board or Social Services Referral and Assessment Team if we ever have any concerns about the safety of your child.
- Ofsted

Data Access & Storage

- All details will be kept confidential and records are kept secure. You have a right to access any of the information that we hold on you or your child at any time.
- Data will be collected and distributed verbally and digitally (e.g. email) and stored both digitally on the setting's computer/USB stick and hard copy (i.e. in a locked filing cabinet).

Data Retention

- When your child leaves our setting, we will only store information on you and your child for as long as is legally required. Anything we don't need to keep will be deleted from our records.
- We may hold onto some photographs for our own personal use (e.g. website).
- Your child's learning journey will be sent home with you on their last day.

Complaints

If you have any complaints with the way you feel we have handled any of your personal data, please speak to us in the first instance so that we can resolve the complaint. You have the right to complain to the Information Commissioners Officer (ICO) if you feel we have not resolved the complaint to your satisfaction.

❖ Please see our Data Protection policy for further information.