



Little Acorns Childcare
Beacon Church
Oakes Road
Bury St Edmunds
Suffolk IP32 6PX
Telephone 01284 756588



Email: littleacornschildcare@beaconchurchuk.org

General Data Protection Regulations Policy

Statement

The General Data Protection Regulations, otherwise known as GDPR replaced the Data Protection Act 1998 and came into effect on 25th May 2018.

GDPR states that personal data should be 'processed fairly and lawfully', 'collected for specified, explicit and legitimate purposes', that individuals' data is not processed without their knowledge and are only processed with consent. GDPR covers personal data relating to individuals. Little Acorns Childcare is committed to protecting the rights and freedoms of individuals in terms of the processing of children's, parent's, visitors' and staff's personal data.

Individuals have the right to know what information is held about them and the GDPR provides a framework which ensures personal data is handled and processed correctly.

Little Acorns Childcare is registered with the ICO (Information Commissioner's Office) with registration number: ZA129981.

All persons dealing with personal data must, therefore, follow the eight principles of "good information handling" ensuring that:

- Data is processed fairly and lawfully
- Data is processed for specific purposes only
- Data is adequate, relevant and not excessive
- Data is accurate and up to date
- Data is not retained for any longer than is necessary
- Data is processed in accordance with the rights of individuals
- Data is kept securely
- Data is not transferred outside the European Economic Area unless the country can demonstrate adequate legal protection and security for that data

Individual Rights as stated in the GDPR

The right to be informed

Little Acorns Childcare is a childcare provider registered with Ofsted and is governed by the statutory framework known as the Early Years Foundation Stage (EYFS). Under the EYFS we are required to collect and process specific data. This includes parent's names, names of those with parental responsibility, address, date of birth, national insurance number/national asylum support service number. We need to know children's full legal name, date of birth, address, ID reference number, i.e. birth certificate number, European ID card number or passport number. We are also required to keep a minimum of two emergency contact numbers for each child in our care. This is in response to a report which can be found in this link <https://www.judiciary.gov.uk/wp-content/uploads/2017/06/Chadrack-2017-0120.pdf>



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For children who are eligible for funded childcare, we must provide Suffolk County Council with this data. Any data is sent via a secure email system provided by Suffolk County Council.

Visitors are required to sign our visitor's book upon entry and exit of the building. This is in respect of our emergency evacuation procedure.

As an employer, Little Acorns Childcare is required to hold data on its employees, i.e. names, dates of birth, addresses, email addresses, telephone numbers, bank details and medical history. Staff are also required to supply ID to allow us to perform DBS checks. The DBS certificate reference number is recorded and kept for future reference. DBS checks are carried out via CCPAS and are processed by Katrina Rose, Lead Recruiter.

Any CVs or interview documents pertaining to a person, who has not been subject of a job offer at Little Acorns, will be shredded once the vacancy has been filled.

Work experience students and long-term college students' information will be shredded once the placement has been completed.

The right of access

At any point, an individual can make a request relating to their personal data held by Little Acorns Childcare. This request should be made in writing, and Little Acorns must respond within one month. Little Acorns will follow the standards set out by Ofsted and the EYFS to come to an informed decision. If the disclosure of the information would put a child at risk of serious harm, Little Acorns will reject the request under safeguarding legislation, and parents will have the right to complain to the ICO.

The right to be forgotten

You have the right to request that your information is deleted, and this is possible only where there is no compelling reason for its continued use. However, Little Acorns Childcare has a legal duty to keep children, parents and staff's details for a reasonable length of time. The retention period as set out by the Pre-school Learning Alliance is included at the end of this policy.

The right to restrict processing

Parents, visitors and staff can object to Little Acorns Childcare processing their data. This means that records may be stored but must not be used in any way unless safeguarding reasons deem it necessary.

The right to data portability

Little Acorns Childcare uses a secure emailing system to transfer data to Suffolk County Council. We also use Tapestry online learning journals which has a secure file transfer system, and both have their own policies and procedures concerning GDPR.

The right to object

Parents are asked to give consent for us to contact them via either telephone, email, Tapestry, letter or Facebook. Parents have the right to add or withdraw consent for any of the listed means of contact.



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The right to not be subjected to automated decision-making including profiling

Automated decision-making and profiling are used for marketing-based organisations. Little Acorns Childcare does not use personal data for such purposes.

Confidentiality Procedures –

- Most things that happen between the family, the child and the setting are confidential to our setting
- Occasionally it may be necessary to share information about a child with, for example, other agencies or professionals, or possibly social care or the police
- If we judge that information needs to be shared with another agency on a need-to-know basis, we will ask for consent to do so from the parent or carer with parental responsibility. The exception to this is if we believe that the safety or wellbeing of the child might be at risk
- Some parents may choose to share information about themselves or their child with other parents; Little Acorns cannot be held responsible if the information is shared by those parents whom the person has confided in
- We inform parents when we need to record confidential information beyond the general personal data we currently keep, for example with regard to any injuries, concerns or changes in relation to the child or their family, any discussions with parents on sensitive matters, and any records we are obliged to keep regarding action taken in respect of safeguarding and any contact or correspondence with external agencies in relation to their child
- All records, whether on paper or electronic are kept securely, either on a password protected pc or in a locked cabinet with limited access. Nobody other than nursery staff has any direct access to information stored by Little Acorns
- Staff discuss children's general progress and development in staff meetings; however, more sensitive information is discussed on a need-to-know basis.
- We do not discuss children with anyone who is not directly involved with the child's care, including other parents or anyone else outside of the setting
- Staff are aware of, and understand our confidentiality agreement, and acknowledge that breach of confidentiality could result in termination of employment
- Discussions with outside professionals take place within a professional framework, and not on an ad-hoc basis. Information is shared on a strictly need-to-know basis
- Our recording procedures and guidelines ensure that all records made about a child or their family reflect an accurate and non-judgemental account of any work done or discussions held
- The law states that the information we hold must be accurate. If a parent says the information we hold is inaccurate, they have the right to request that we make any necessary changes; however, this only applies to factual inaccuracies
- Children's Individual Records

We keep two types of records for children within our setting:

Developmental Records – including observations which may contain photographs or videos and samples of their work, and developmental summaries. Since January 2018 we have been storing this information on pass-worded tablets, used solely for this purpose.



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Personal Records – these may include the following:

- Personal details such as an enrolment form and consent forms
- Parents or carers details including contact information, address, email address, NI number, date of birth, emergency contacts and collection password
- Billing forms with records of payments and copies of receipts
- All about me booklets
- Accident and Incident forms
- Medication records, long term illness and existing injury forms
- Any additional focussed intervention provided by our SenCo, and records of meetings held
- Safeguarding and child protection information and records of concern, resulting in action, meetings, chronology, telephone conversations about the child, EHC Plans and any information concerning a Looked After Child
- Dates and times of attendance
- Each child has a card which contains emergency contact numbers, allergies, collection password and relevant permissions. This card is kept in a box in each area of the playroom. This is for emergency use only, is kept out of sight, and is locked in the playroom out of nursery hours.

Procedures

- As outlined above, children's records are kept both electronically and on paper, depending on the circumstance. In all cases, documents are held securely and are only accessible by Little Acorns staff or on request, the parents of the child
- Both the nursery office and the playroom are secured out of nursery hours; the office is locked with limited access, and the playroom has a key code lock as well as key entry. The key code is only given to Little Acorns staff
- Electronic learning journals are accessible using tablets purchased for the sole purpose of recording observations on Tapestry. Staff have a pin code to log on and access their key children's journals. The management team have access to staff in their rooms for monitoring purposes. The nursery manager has full access. Staff are unable to access learning journals away from the setting
- Parents are linked to their child's learning journal on Tapestry, and access is restricted to their own child. Parents sign to give consent for their child to appear in observations in other children's learning journals
- Parents are not permitted to download any pictures or media from Tapestry. Photographs and videos remain the property of Little Acorns Childcare
- Staff will not discuss personal information given by parents with other members of staff, except where it affects the child's needs. Any concerns will be brought to the attention of the DSO – Katrina Rose or DDSO – Emma Foreman
- Staff induction highlights the importance of confidentiality in the role of a key person
- We retain records under guidelines provided by the Preschool Learning Alliance. Documents are scanned and saved onto a secure hard drive, which is locked in a cupboard with limited access



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- When staff leave the employment of Little Acorns Childcare, their access to Tapestry is withdrawn
- Other than when sharing information with outside agencies, with parental consent, staff will never share any information about any child outside the nursery or save electronic files in any location other than on the nursery tablets

This policy was adopted at a Little Acorns Childcare meeting

Review date: September 2020

Next review date: September 2021

Signed on behalf of the childcare

Katrina Rose – Designated Data Protection Officer