

# Peep Childcare Privacy Notice for Parents/ Carers

In accordance with the General Data Protection Regulations (GDPR) 2018 our setting has a duty to abide by the requirements of the Early Years Foundation Stage (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}

## About us

The Peep Pre-school and the Little Peep Nursery are both managed and run by Peep. For the purposes of this Privacy Notice, Peep is the ‘Data Controller’. The Pre-school and Nursery are known as the ‘settings’. When we say ‘parent’ we mean ‘parent or carer’.

Peep is a charity, based in Littlemore, Oxford whose main purpose is to support parents/carers, babies and children to learn together, by valuing and building on what families already do. Peep practitioners and families share information and ideas from our Peep Learning Together Programme about how to make the most of learning opportunities that surround us in everyday life and play.

Peep is a registered charity no. 114495 in England / Wales and no. SC044031 in Scotland, and a company limited by guarantee no. 7514469. Peep has a trading subsidiary company called Peep Learning Ltd which exists to process sales of training and learning resources on behalf of Peep.

## What personal data do we collect and use?

By 'personal data' we mean any information which identifies you or your child, or which can be identified as relating to you personally, for example name, address and email address.

We only use your information for the purpose or purposes it was collected for (or else for closely related purposes) and we will not keep your data longer than is necessary for those purposes.

We collect, hold and share the following information. We are collecting data in accordance with the government’s Early Years Foundation Stage (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:

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| <ul style="list-style-type: none"><li>• 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.</li></ul>  |
| <ul style="list-style-type: none"><li>• 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.</li></ul>   |
| <ul style="list-style-type: none"><li>• 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.</li></ul> |
| <ul style="list-style-type: none"><li>• 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.</li></ul>               |

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| <ul style="list-style-type: none"> <li>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 ahead and ensure the fluidity of the setting.</li> </ul> |
| <ul style="list-style-type: none"> <li>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.</li> </ul>   |
| <ul style="list-style-type: none"> <li>We will collect data on your child's development when they turn Two 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.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Observations and Assessment – so we can meet the development needs of your child and provide them with enriching developmental opportunities.</li> </ul>  |

The majority of data that we gather will be supplied by you, the parent. It will be used in accordance with data protection principles (as in the GDPR) and enable Peeple to meet the requirements of the EYFS. We will make you aware of what information we have to collect to meet those requirements and ask you for your consent to keep any other personal data.

In the event that you supply data that is not legally required or collected in our legitimate interests, 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 give feedback on our Nursery and Pre-school settings so that we can build on our existing excellent practice.

**How will we store data?**

- We will ensure that only those that have a need to know 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 might need to share this information with and why.

<i>Data:</i>	<i>Shared with:</i>	<i>Why:</i>
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 settings 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	If our setting is inspected 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 of time if we are legally obliged to do so, 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 lawful reason to keep such data. (We have a separate 'Retention Policy' which explains how long we will keep your data which can be obtained from the office on request.)

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 Limitations 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 this meets GDPR requirements. We will never use an online system that does not comply with GDPR, and that would put your data at risk.

*Website* – if you 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 note 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.

### **Photographs**

We always ask for written consent for files or photography that we keep on any online systems including online platforms such as Tapestry Online Learning Journals or on our hard drive or on the cloud 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. All data will be PERMANENTLY deleted and will not sit in a recycling bin.

### **Facebook**

We have a private Facebook page where only parents are accepted to view the page. If you wish your child photographic images or video footage to be used in the Facebook group, you will need to

sign the relevant consent form. You can at any time choose to withdraw that consent, and in the event of doing so, we will delete all multi-media material from the Facebook site.

Parents and carers are welcome to comment/post on the page and leave reviews. We welcome this, but please beware that your identity is revealed to others in the Facebook group when doing this.

## 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 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 (available on request from the office).

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

<i>Paper Data:</i>	<i>Stored:</i>
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)
Online Learning Journals	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)
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/Mobile Phone – password protected and fingerprint password
Photographs	iPad/Computer/Mobile Phone – password protected and fingerprint password
Children's Artwork	May be displayed on the walls.

All of the above information is stored in order 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 yourself (the 'data subject') or a relevant authority.

### **The right to request access to your personal data**

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: 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 People Childcare Manager as soon as possible and we will provide you with a Consent Withdrawal form and Data Deletion Form.

### **Making a complaint**

In the event that you feel your data has been breached, you can contact the Information Commissioner's Office 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 in order for you to make a formal complaint.

### **Further information**

If you require further information or explanation of anything related to the protection of your personal data, please contact the People Childcare manager, or:

Write to: Data Protection Lead, The People Centre, PO Box 1404, Oxford OX4 6JZ

Email: [dataprotectionlead@people.org.uk](mailto:dataprotectionlead@people.org.uk)

You can find the full People Privacy Policy on the People website: [www.people.org.uk/privacy-policy](http://www.people.org.uk/privacy-policy)

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This Childcare Privacy policy was adopted on 23 May 2018 and will be reviewed in May 2019.