



HARLINGTON VILLAGE PRE-SCHOOL AND WRAP AROUND CARE

Data Protection Policy

Policy statement

At Harlington village Pre-School and Wrap Around Care we are committed to ensuring the data that we collect is done so in accordance with the latest legislation, it is transparent to all our data subjects and it is only collected where it is relevant for the protection, well-being and care of the children that attend our setting.

We are required to hold and use personal data to comply with the statutory framework for the Early Years Foundation Stage, Ofsted, Department for Education and the Local Authority.

Procedures

Our designated General Data Protection Lead (GDPL) is Miss Suzanne Bumfrey and in her absence Mrs Rebecca Hocking.

At the point of data collection, by any means (verbal/written/email), handlers are informed of our Privacy Notice which sets out how data will be used, for what purpose, and for how long it may be retained by the setting. This notice can be viewed and downloaded from our website. Parents/Carers will be asked to state that they have read and understood the notice/policy upon registering their child at Pre-School or Wrap Around Care by signing the declaration on the registration form.

In all circumstances, if required, we will request written permission from parents/carers, staff, volunteers and job applicants to process data.

We abide by the six key principles of GDPR legislation:

- Processing of data is lawful and fair.
- Data is only used for its intended purpose.
- Personal data is adequate, relevant and not excessive.
- Data collected is accurate and up-to-date.
- Personal data is stored for no longer than stated in our policy.
- Data is kept confidential- stored electronically and manually.

HVPS/WAC is registered with the Information Commissioner's Office (ICO).

What data do we collect/record?

Children's data:

HVPS and WAC collects, and stores the following records for children:

- We collect observations including videos and photos via online journal **Tapestry** for tracking development of our children. Permission is sought from parents to upload names, DOB and email addresses as well as sharing videos and photos of their children with other parents and staff.
- samples of their work and summary of development reports i.e. parent consultation/transition to school.
- Registration/admission forms containing name, date of birth, additional needs, cultural identity, allergies/medical information and consent/permission for administration of care and medical intervention.
- Any correspondence concerning the child or family that is related to their needs or well-being.
- Reports or minutes from meeting/appointments concerning the child from other agencies
- Any record of relevant contact with parents i.e. Meetings
- Observations by staff on any confidential matter involving the child, such as developmental, behavioural concerns or child protection matters.
- Termly, Weekly and Daily registers for attendance and safety of the children. Weekly registers for WAC children are circulated via email to Harlington Lower School Office Manager to ensure safety upon collection. The document is password protected.

- We may liaise with other agencies to support the child; with written consent from the parent/carer i.e. Speech and Language, SEND referrals.
- SEND register and SEND support plans (if applicable)- for tracking support and development.
- Invoices containing name/class/fees due are password protected when emailed to parents/carers.

Parent/Carer Data

Parents/carers are required to provide the following data upon registration:

- Name, address, relationship to the child, Occupation, contact information, whether they have legal contact and parental responsibility for the child.

This information is collected for the purposes of safeguarding children.

- Nursery Education Funding forms are completed by parents and handed to the setting. We keep a copy of the form on site in case of queries.

Staff Data

Staff are requested to provide the following data:

- Name, Address, Date of Birth, Previous employment, references, National insurance details, bank details, copies of identification and qualifications and details of their next of kin, including their contact details.
- Staff complete supervision, appraisals and declaration of suitability to work with children (including completion of an enhanced DBS check).
- Staff data (names and position in setting only) appears on developmental records for their key children and in reports from supporting agencies such as Early Years SEND team.

Volunteers and Job Applicants

Regular volunteers are required to provide their name, address and telephone number and emergency contact details and complete an enhanced DBS check.

Job applicants complete the paper application which requests personal data such as name, address, previous employment, referees and qualifications.

Other Agencies

Information shared by other agencies with us is regarded as third-party information. This is kept in confidence and not shared without consent from that agency and/or the parents of the child it is relating to, unless it is in relation to crime or child protection.

How is the information stored and for how long?

At HVPS/WAC we will ensure that measures are taken to safeguard personal data and privacy in accordance with the General Data Protection regulations (GDPR).

Children

- Developmental Information is stored on tapestry online learning journal which requires password access by all staff and parents/carers and the data is stored in line with their privacy policy which can be viewed at <https://tapestry.info/privacy.html>.

Paper (blue book) learning Journals are stored in a lockable filing cabinet, in the office. They remain the property of the child's parents/carers and are handed to them on the child's last day at pre-school.

- Personal Data contained on the child's registration form is stored in paper form and filed alphabetically in a folder, which is locked in the main office, and only accessible to staff. Upon leaving, this is deep filed in the lockable office until a child reaches the age of 21 years, alongside records that relate to any accident (even minor bumps), and child protection matters.
- Any records relating to the child's development are passed on to the child's subsequent setting, with the permission of their parents/carers. Copies of the child's transition form and the Tapestry online data access will be retained for one year.

- **Drop Box** is used to hold Termly, Monthly, Weekly and Daily Registers. These files may contain children's names, parent/carer's names, sessions attending and child's class. When sharing weekly registers for WAC, with Harlington Lower School, the documents are password protected.

We also store Invoices and Account Summaries containing children's name, class and fees due, alongside the parent/carers name, electronically on drop box. The details are only accessed by the committee chair, administrator and manager, using a secure login process. These are deleted as recommended by HMRC after 6 years.

Our Drop Box account can only be accessed from devices using a 2-step verification process and are replaced with new versions weekly/monthly/termly.

The paper versions are stored until the child reaches the age of 21.

- The SEND register is accessible to senior management/SENco only. SEND information such as reports and SEND support plans are shared on a need to know basis with staff members other than the SENco and Keyworker, documentation is stored both electronically and in paper form (securely filed in the child's folder). The paper versions are transferred to the child's subsequent setting, with parental consent, and the electronic data is deleted one year after departure.

Parent/Carer

- Registration information is retained in paper form in the lockable office, until a child reaches the age of 21 years.
- Copies of Nursery Education Forms are retained in paper form in the lockable office for 3 years after the child has left the setting.

Staff

- Staff personal details are stored in paper form in a locked filing cabinet until 7 years after employment ceases.
- Staff supervision and appraisal paperwork is stored in a locked filing cabinet for 5 years.

Volunteers/Job Applicants

- Volunteers and Job applicants complete the paper work provided and these are destroyed within one year.

The office remains accessible to the School Site Agent, **Mr G Smythe**, who keeps a key. Access is only permissible for the facilitation of maintenance/repair. The filing cabinets containing personal data of children, parents/carers, staff/ex-staff and volunteers will be locked in the filing cabinet when a member of staff is not present.

Subject Access Requests (SAR)- Access to records

Parents/Carers, Staff, Previous employees and Volunteers have the right to request access, in accordance with General Data Protection Regulations, to the files and records relating to themselves, their children and/or family, but they do not have access to information relating to any other adult, child or family.

Parents/Carers will not be granted access to any data that is deemed to put the child at risk of harm.

The information request can be made to the GDPR Lead who will ensure the request is completed within one month.

Procedure for destroying old data

Electronic files are deleted from devices and paper copies are shredded, in line with our data retention procedures outlined above.

Staff Training

AT HVPS/WAC we recognise that staff and managers have a unique 'confidential relationship' with children and families and we aim to ensure that they feel secure in sharing information with staff that will support the welfare of their children. To support this, all Staff are trained in data protection and confidentiality and our Staff induction procedure includes an awareness of the importance of confidentiality in the role of the key person.

Students, apprentices and Volunteers in the setting are advised of all our policies including those related to data protection and confidentiality. They are required to read and respect them.

Accessing records from different devices

Staff may access Tapestry, Dropbox files and Emails from a variety of devices when out of the office. They are required only to do so in a secure, confidential location on password protected devices and where passwords can be entered without risk of data breach.

Staff changes

When staff leave the setting, they must ensure all written documentation relating to the setting is filed securely in the lockable office. Passwords for accessible files and devices will be changed upon their departure to ensure confidentiality.

Data Breach Reporting Procedure

The named General Data Protection Regulations Lead (or Deputy Lead in their absence) is responsible for dealing with a data breach. If a parent/carer, staff member or other person has any concerns regarding their data, they should first report it to the GDPR Lead.

A data breach may occur for a variety of reasons, such as Loss/theft, Inappropriate access controls, equipment failure, human error, fire, flood or hacking.

In the event of any of the above, the Lead practitioner will follow the procedure below:

1. **Contain and recover**- Who needs to be made aware of the breach in order to assist containment?
2. **Assess the risks**- what data is involved and how can it be used?
3. **Notification**- Notify those who have had their data breached and assess the need to contact the ICO or the police.
4. **Evaluate/Respond**- Investigate the cause of the breach and how the breach was handled and how future breaches can be avoided.

The General Data Protection Regulations Lead is required to report a breach that may result in risk to the rights and freedoms of the individuals concerned, to the Information Commissioner's Office (ICO) within 72 hours.

Harlington Village Pre-School and Wrap Around Care understand the importance of data protection. Please also refer to our Information Sharing, Provider Records, Transfer of Records, Tapestry Online Tracking, Confidentiality and Client Access to records and Working in Partnership with other Agencies, Policies.

Legal framework

General Data Protection regulations (2018)

Data Protection Act (1998)

Human Rights Act (1998)

Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)

Further guidance

Information Commissioner's Office- <https://ico.org.uk/>

This policy was adopted at a meeting of

HVPS/WAC

Held on

23rd May 2018

Date to be reviewed

23rd May 2019

Signed on behalf of the provider

Name of signatory

Nina Biscoe

Role of signatory (e.g. chair, director or owner)

Committee Chair