



# HARLINGTON VILLAGE PRE-SCHOOL AND WRAP AROUND CARE

## Privacy Notice

In line with General Data Protection regulations (GDPR, 2018), this notice sets out how we use and protect any information collected from relevant parties involved with the children in our care.

We are committed to ensuring that the privacy of our children, parents/carers, staff, volunteers and other individuals we come across at HVPS/WAC, are protected.

### What data we collect

#### **Children**

Parents are asked to provide information about their child upon registration. This will include: name, address, DOB, allergies, SEND, ethnicity, other settings your child attends and medical information.

We will liaise with other agencies to support the child, only with written consent from the parent/carer i.e. Speech and Language, SEND referrals.

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. Access to this can only be obtained using secure passwords. Please refer to <https://tapestry.info/privacy/> for their privacy policy.

We also record attendance for all children at HVPS/WAC.

#### **Parents**

Parents are asked to include their full name and contact details on their child's registration form. They are also asked to provide names, addresses and telephone numbers of other adults who are authorised to collect their child in their absence. It is the responsibility of the parents/carers to seek consent from their named adults, to share the information with HVPS/WAC, and to signpost them to our data protection documentation.

Parents are asked to complete Nursery Education Funding forms which can be completed in writing or via email. It is the parent's responsibility to provide this information to the Local Authority to ensure their child receives their funding and to ensure the information is correct.

#### **Staff**

As their employer, staff must provide personal information, including current address, previous address, DOB, next of kin, convictions/cautions/court cases, previous employment, right to work in the UK and sign a declaration confirming their suitability for the role. They also complete an enhanced DBS check. Check here for information on how this data is used:

<https://www.gov.uk/government/publications/dbs-privacy-policy>

#### **Volunteers**

They will be asked to provide adequate information to complete a Disclosure and Barring Service Check, confirming their suitability to work with young children.

#### **Job applicants**

Our job application requests personal information. They will be asked to provide name, address and contact details.

### What we do with the data

Data held for our **children** is used to support development (seeking outside agencies for help if required), help them to settle, to safeguard children and access and validate NEF funding.

We protect the vital interests of the children by using authorised contact details provided on the child's registration form in the event of illness or emergency.

We also use this data to regularly issue a newsletter, term dates, events and information relating to the setting, usually via email.



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It is the responsibility of the parent/carer to ensure that the records we hold are relevant, accurate and up-to-date. HVPS/WAC will regularly email a reminder to parents/carers.

**Staff, volunteers and job applicant's data** is used to assess the adults' suitability for the role, ensure they have relevant experience and qualifications and for their own personal safety in case of emergency.

### How long is the data held?

We refer to the Central Bedfordshire Council '**Retention Record**' when storing data. This states that: **Registration, medication and accident records** MUST be retained until the child reaches the age of 21 in compliance with Limitation Act 1980. In conjunction with this, we view that parent data should also be held until the point their youngest child reaches age 21.

Staff data is held for 7 years, in line with normal accounting procedures for the retention of information relating to the accounts.

Volunteers and Job applicants' data is held for one year.

If you require any further information on data retention, please ask to review the '**Retention Record**' from HVPS/WAC Management.

### Where are the records stored?

All records containing staff, children, parents/carers and volunteers data, are stored securely in lockable filing cabinets inside a lockable office. Only authorised HVPS/WAC and Harlington Lower School Staff have access to the office due to door codes required to enter the building. No volunteers or parents are left unattended in the office area.

Any electronic data containing information related to staff, children, parents/carers and volunteers is stored on drop box or on a password protected laptop which remains in the lockable office within the setting.

### Controlling your data

All data collected and retained is used solely for the development, support and protection of our children. We do not share any data unless permission is sought from the data subject (in the case of the child, this is the parent/carer).

### Access to data

Under General Data Protection Regulations, the parent/carer has the right to access any data held relating to themselves or their child. Please see our 'Data Protection' policy for further information.

This policy may change periodically. It is the responsibility of the relevant parties to check the website regularly for changes. [www.harlingtonvillagepreschool.org.uk](http://www.harlingtonvillagepreschool.org.uk)

This policy was adopted at a meeting of

HARLINGTON VILLAGE PRE-  
SCHOOL AND WRAP  
AROUND CARE

Held on

Date to be reviewed

Signed on behalf of the provider

Name of signatory

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