

Handsworth Pre-School Privacy Notice: Parents

(Data protection and Privacy)



1. About this Privacy Notice

Under data protection law, you have a right to know about how Handsworth Pre-School uses the personal data we hold. This privacy notice explains how we collect, store and use personal data about you, your family and your child.

If you have any questions about data and privacy, please speak to the Pre-School Leader or the Administrator. More information is also available in our Data Collection and Privacy Policy.

2. Why We Collect Personal Data: Our Legal Framework

We are required by law to collect, hold and use (or ‘process’) data and information about you, your family and your child whilst they are registered at Handsworth Pre-School. We must “maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.” (Early Years Foundation Stage.) In doing so we must make sure that confidential information is held securely and is only accessible to those who have a professional need to see it. We are bound by legislation that requires us to ensure records are kept and shared to keep children safe¹; and to meet the needs of those with Special Educational Needs (SEN)²

The Local Authority³ and the Department of Education also require us to share certain personal data with them in order to meet our legal and contractual obligations.

3. The Personal Data We Hold

The data we collect, use, store and share (where appropriate) includes, but is not restricted to:

- Your child’s name, date of birth and gender
- The name, address and contact details of those with parental responsibility and the names of others who are important in your child’s life.
- The name and contact details of other adults who we may contact in an emergency and/or who are authorized to collect your child.
- The name, address and contact details of your workplace.
- Your national insurance number and copies of documents required by the Local Authority to confirm your identity for the purposes of claiming grant funding. This may also include information about the benefits you claim and your household income.
- Information about your child’s health and medical conditions. This may include reports from other professionals which we will hold on file. It may also include information about prescribed medicines. It also includes accident records for your child; and any information you give us about your child’s dietary needs and/or allergies.
- Information about your child and family’s ethnicity and cultural background (if given).
- Records to track and evidence your child’s learning and development at Pre-School, including photographs (see below.) This may also include copies of reports made to support referrals to outside agencies, with your

¹ Working Together to Safeguard Children 2015

² The SEND Code of Practice 2014.

³ London Borough of Waltham Forest

permission, and reports received from other professionals in support of your child's learning and development. It may also include SEND Support Plans and/or Education, Health and Care Plans (EHCPs).

- Records of your child's attendance at Pre-School.
- Information recording any safeguarding concerns or issues raised by staff or others. This can include information passed to us by other agencies such as the Local Authority. It may include copies of Child In Need or Child Protection Plans, if appropriate.

4. How We Use Your Data

Personal data about you (the child's parent(s)), other family and friends:

We hold information about you and your child from our Application Form in order to administer admission to the Pre-School and maintain our waiting list.

We hold information about you, your child, other family, and friends (emergency contacts) on the Registration Form. From September 2022, the Registration Form will be hosted securely via the Pre-School's website. Personal data provided through the Registration Form, the Local Authority's Grant Funding Form and any other forms we ask you to complete is used to meet our legal and contractual requirements with the Local Authority and the Department for Education.

With your permission, your email address will be loaded onto Tapestry, to administer access to your child's online learning journal (see below). With your permission, your email address may be used to provide you with a link to the closed parent group on Facebook.

Sometimes your contact details will be passed, either by yourself or with your permission, to the Chair of the Parent Committee, so that you can keep in touch and become involved in the life of the Pre-School.

Sometimes information about you or your family may be passed to others – the Local Authority, the Police, Social Services and/or the National Society for the Prevention of Cruelty to Children (NSPCC)⁴ – if we have a concern about the safety or welfare of your child. These bodies may also request safeguarding information from us, which we can provide with or without your consent.

Your contact details may also be passed to the Local Authority, Public Health Bodies and/or the NHS Track and Trace to support monitoring and control of the coronavirus (COVID-19).

Personal data about your child:

Learning Journals – Tapestry

From September 2021 we will be using an electronic system to record, track and share your child's learning during their time at Handsworth Pre-School. The system we use is called Tapestry and enables staff to take photographs, videos and make written observations of the activities your child participates in. Pre-School will inform you when and how you have access to this information through the Parent's Guide to Tapestry, which you will receive when your child starts at Pre-School. You will need to use your email address and secure password to log in. Parents/carers are welcome to add their own photos/comments to their child's journal.

If you access Tapestry via the downloadable App, you may have to share your personal email/login details with third party providers such as Apple, Google or Amazon. Details of how Tapestry keeps your personal data secure, and their arrangements with Third Party Providers can be found on their website [Online Learning Journal For Early Years Education | Tapestry](#).

⁴ Statutory Authorities

Tapestry is hosted in the UK on dedicated, secure servers. These servers conform to very high safety standards and are proactively managed by a central security team. The safeguarding of our children is very important to us. Everything that is added to Tapestry can only be viewed by the Pre-School staff, and yourself using the secure log in details.

It is only you the parents/carers who will have access to your child's journal, and this cannot be seen by other parents/carers. However other children from the setting will sometimes be photographed as well as the children work and play together. For this reason, we seek your permission for your child to appear in photographs which appear in other children's learning journals. Once the journal is set up it is very important that you do not share photos or videos from your children's journals on social media or any online platform.

For children who attended Pre-School during the academic year 2020-21 and are returning for 2021-22, we will also hold Early Learning Records and tracking on paper. You can see these records at any time.

For all children, from September 2021, we will also hold paper records of work – in particular, but not limited to, children's artwork and mark making. We will also continue to hold paper records to support the learning and development of children with Special Educational Needs. This may include, but not limited to, records of progress, Support Plans, reports written by Pre-School Staff and shared with you, and reports written by other professionals and shared with you and us.

Other data held on your child:

The data we hold on your child is listed in Section 3 above. We use this data to meet our legal requirements to track and monitor your child's learning and development at Pre-School, and report to you; and to monitor, support and manage their health, wellbeing and safety at Pre-School. Data may be shared with Statutory and other agencies to support your child's learning, development and welfare at Pre-School. In principle, we will seek your permission to share data. If we have concerns that your child may be at risk of harm, we may share data without your prior consent.

Photographs, Video and other Electronic or Social Media:

We seek your permission to upload photos of children to Tapestry, our website, and for display in the Pre-School Hall. We are also able to upload video recordings to Tapestry.

The photographs/videos uploaded by Handsworth Pre-School remain the property of Handsworth Pre-School and you **do not** have permission to upload them to any other website or the internet. We ask that you protect the images of your own child and other people's children by viewing and using them carefully. Any incidents where this confidentiality is broken will be dealt with very seriously and may result in your access to electronic media being withdrawn.

The consent you give us on your child's registration form will remain valid throughout your child's time at Pre-School. You can withdraw your consent at any time by writing to the Pre-School Leader. At that point they will not be used further but we cannot prevent them continuing to appear in photos already in circulation.

5. How We Store Data

Maintaining your privacy and the confidentiality of your data and information is important to us. Most of the data we receive from you about yourself and/or your family is held through the forms we ask you to complete when you take on a named role in the Committee. All paper forms, record books etc. are held securely in lockable filing cabinets in the Pre-School Hall. The filing cabinets are housed in the cupboard. This cupboard is locked when Pre-School is not in session. Any information held on computer (telephone numbers, email addresses etc.) is password protected.

We have a Data Protection and Privacy policy, which is regularly reviewed.

6. How Long We Keep Records

Our Data Protection and Privacy policy sets out retention periods for the data we collect. We will not store or keep personal data for longer than is necessary or required by law. When we destroy records, we shred paper records; and any electronic files are deleted.

If you have applied to Pre-School but have not taken a place when offered, or your child is no longer eligible to attend, your details will be deleted from our waiting list.

When your child leaves Pre-School

When your child leaves Pre-School, with your permission we will complete a transfer record using the information we have on your child. A copy is sent to your child's new school/setting, you will also receive a copy and a copy is retained by the setting. You will also receive a PDF copy of your child's learning journal. On your child's last day at Pre-School their Tapestry account will be deleted. In line with the program, your child's record will be fully removed by Tapestry after 90 days.

The majority of the data and records we keep will be destroyed when your child leaves Pre-School.

However, the law does require us to keep some records. Full details are set out in our Date Protection and Privacy policy. In summary:

- Paper copies of your child's Transfer Record will be retained by the Pre-School for 7 years after your child has left.
- Accident and medicines information will be kept for at least 5 years or one OFSTED inspection cycle.
- Pre-School registers are held for 7 years.
- Records relevant to children with special educational needs or any safeguarding concerns must be held until your child reaches the age of 25.
- Records of formal complaints will be held for at least 6 years after the date of the resolution of the complaint.
- Records relevant to the payment of grand money (for example, but not limited to: SEND funding, Early Years Pupil Premium and the Early Years Grant (FEEE) for 2,3 and 4 year olds) must be held for 7 years. This is a requirement to provide for auditing of accounts.

7. Data Sharing

In general, we seek your consent before sharing your data, and will explain to whom the data will be shared and why it might be helpful to do so.

We are required to share personal data with our regulatory authorities including but not limited to OFSTED, the Local Authority, other statutory agencies. We share data with public health authorities as and when required by law.

If you used the online application form, this is hosted by Google Forms. The data you provide is automatically loaded into a spreadsheet and emailed to the Pre-School Business Manager. Use of the online form is optional.

Digital registration forms are being introduced for the September 2022 intake and beyond. These forms are hosted on the Pre-School's website and held securely in a private area accessible to Pre-School staff with an appropriate login. The website is hosted by Visiosoft Ltd with appropriate data securities in place.

We will not share your data to other third parties without your permission unless the law requires us to do so. We will never sell your data to third parties for marketing purposes; or use your data to make automated decisions.

8. Your rights

You have the right to:

- Ask to see, amend or update your personal data
- In certain circumstances, ask that we delete, destroy or stop processing your personal data
- Ask that we transfer your/your child's personal data to another person.
- Ask that we transfer your child's learning journal on Tapestry direct to another setting that also uses Tapestry.

If you wish to exercise any of these rights, please speak to the Pre-School Leader or the Business Manager. You may be asked to put your request in writing.

9. Complaints and Contact Details

In the majority of cases, we would expect that we would be able to respond to any questions or comments about how we collect and use your personal data sufficient to satisfy any concerns you may have. However, if you remain dissatisfied after speaking to staff you may:

- Make a formal Complaint to Pre-School, following our Complaints Procedure. (Details are in the Parent Handbook and in our Complaints Policy, which is published on our website.)
- Make a complaint to the Information Commissioner's Office (ICO). You can contact the ICO online, (www.ico.org.uk); or by phone (030 123 1113). You can also write to them at: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

10. Review

This Privacy Notice will be subject to regular review. Copies of updated or new versions of this Notice *will* be sent to Trustees when applicable.