

Severn Beach Preschool

General Data Protection Regulation 2018

How we meet the GDPR requirements of 2018 – incl. Privacy notice.

At Severn Beach Preschool we treat confidentiality very seriously.

We are required to keep details of your children that enable us to keep them safe and to monitor any learning and development progress they make during their time at our preschool.

Mostly the information we keep is paper based. The forms you fill out when your child starts with us makes up the main bulk of this. We keep this information in a secure cupboard where no unauthorised person can gain access.

As your details change we expect you to keep us informed and at these points we will update your child's paper folder.

All staff members at preschool agree to a confidentiality policy and procedure and any breach of confidentiality can result in dismissal from their post.

The data protection officer at preschool is the manager, Cathie Crew. She ensures that policy and procedures are followed and that all staff are trained and informed about data protection and confidentiality.

During your child's time at preschool we are required to monitor their progress in seven areas of learning and in their characteristics of effective learning. This is a legal requirement, set out by the EYFS (updated 2017). We only record the information we need to record to help us to make informed assessments of your child's development.

This information is stored securely on the electronic learning journal platform 'Tapestry'. As parents you have access at all times to the information we keep on your child on this platform. You are also asked to opt in by signing a permission form prior to us setting your child up on this secure platform. The Tapestry on-line Learning journey system is hosted on secure dedicated servers based in the UK. Access to information stored on Tapestry can only be gained by unique user ID and password. Parents can only see their own child's information and are unable to login to view other children's Learning Journeys.

Here is the link to Tapestry's Privacy Policy. <https://tapestry.info/privacy/>

When your child leaves our preschool to go to school or for whatever reason, we will issue you with a PDF electronic copy of all the data we have collected. This will serve as a keepsake diary of pictures and information of how your child grew during their time with us. Once we have issued you with this PDF your child is removed from the system. If your child is moving to another setting, with permission from

parents we will share the PDF journal via email to the new setting. If the new setting has Tapestry we can share via Tapestry means, with permission.

The manager also collates all development onto a tracking sheet to enable us to evaluate the education and care we are offering at preschool. It helps us to plan effectively to meet the needs of the children in our care. This information also provides us with evidence that we can share with Ofsted to show them how children make progress and how we constantly evaluate the quality of our provision. This information is for the setting only and is only shared with Ofsted.

Summative Assessments are written on your children 3 times per year. These are paper based and they are given to parents in paper form. We keep a copy in the child's folder or on the preschool lap top/ipad in a secure folder with password access.

Preschool Ipads and laptop are kept safe from unauthorised access at all times. They are password protected, as is the information stored in them, providing a double barrier of protection. Staff sign and follow a safe use and storage procedure to maintain confidentiality.

Transfer to school documents are completed as your child moves to school. This is shared with the child's school reception class teacher. Parents approve the forms at a meeting before the information is shared.

Funding forms and copies of birth certificates are kept on paper. This is a requirement of us claiming Nursery Education Grants. These are kept securely within the setting. This information is shared electronically using a secure portal with South Gloucestershire Council for the purposes of claiming funding fees.

Here is the link to South Glos. Council's data protection policy:

<http://www.southglos.gov.uk/council-and-democracy/data-protection-and-freedom-of-information/data-protection-policy/>

Should your child require referring to another agency, paperwork to support these referrals will be kept securely on file and shared with other professionals involved with signed, parental permission. Parents will be issued with copies of anything kept on file should they require it.

We have 2 Facebook pages. One public and one private for parents only. Information is given regarding these pages as a child starts at the setting and parental permissions are gained regarding the sharing of images on this platform. It is an opt-in form. Facebook have recently updated their privacy settings and improved their Data Protection. (2018)

We have a simple web page which acts as a sign post to our public Facebook page. Again an opt-in permission for your child's phot to be used on the web site is obtained from parents on entry to the provision.

If at any time you wish to withdraw your consent for any of the above you have the right to do so and we will ensure that we follow your wishes.

Ofsted require us to keep documents of individual children for a reasonable period of time however we only keep registration forms on file and any safeguarding information. We keep these for 3 years. Any recorded safeguarding information is shared with any new settings/school in accordance with South Gloucestershire Safeguarding Board Guidelines. Registers which contain your child's name, DOB and attendance details are kept for 21 years in accordance with our insurance company PSLA. This requirement is in place to support any later claims that may be made up to the child's 21st birthday.

In accordance with our child protection policy and the South West Child Protection Board, if we are ever concerned about a child's safety we are required to share the necessary information with other agencies who would work with us to ensure the safety of that child. In these instances confidentiality can and may be broken. We will always inform you if we break confidentiality in this way, unless we believe that it would put the child at greater risk to do so.