

GDPR PRIVACY POLICY FOR PARENTS

Updated by Rachel Traczyk
2nd July 2022

Little Sparrows is committed to protecting your privacy. This updated Policy explains how we use any information you give to us and the ways in which we protect your privacy. We ask you to read it carefully.

HOW DO WE COMPLY WITH THE DATA PROTECTION ACT OF 1998 AND 2018 EFFECTIVE FROM 25TH MAY 2018?

We treat any personal information (which means data from which you can be identified, including your name, address, e-mail address, etc.) that you provide to us, or that we obtain from you, in accordance with the provisions of the Data Protection Act. Under this Act, we have a legal duty to protect any information we collect from you. Any amendments to this policy will continue to be in accordance with the provisions of the Data Protection Act 1998 and 2018.

HOW WE COLLECT INFORMATION ABOUT PARENTS AND THEIR CHILDREN

When parents send their children to Little Sparrows, we receive information about them and their child who attends our nursery in a number of different ways.

Parents may give us information when they:

- Apply for the waiting list, or we offer them, a place at Little Sparrows
- Apply for, or we offer them, a funded place
- When they let us know about a change in their personal circumstances (for example, if they change their name, get married or move house).
- We may receive it from another organisation, for example, should we be required to work with the local council or health service.
- When you email / provide us with photographs or information of achievement that children have enjoyed.

HOW WE USE YOUR PERSONAL INFORMATION

We use information that we have about you and your children for the running of Little Sparrows and to comply with our Ofsted requirements. These generally fall into the following areas.

1. Administration – This applies to past, current and potential future children and their Parent(s) / Guardian(s).

We use this information for the provision of child care.

The types of personal information we collect and use include:

- The personal details of your child including NHS number
- Personal details of Parents/Guardians including NI number, needed so we can access local government funding
- The payment of fees due
- Details of your child's family/ next of kins/ pick up persons (so we can contact you in case of an emergency)
- Medical information (so we can cater for any special needs)
- Ethnic background of your child (this is collected by the Government as part of the process to obtain Nursery Education Funding for your child). This is also used when Little Sparrows applies for grants and funding from Government bodies.
- Website and advertising, which we will inform you about when relevant (separate consent required)

2. Provision of Education – This applies to past, current and potential future children and their parents / guardians.

We use this information to ensure that your child's development needs are catered for.

The types of information we collect and use include:

- Developmental Learning Plans, Learning Journals including photograph's and observations and 2 Year Development Checks (in compliance with the EYFS)

HOW LONG WE KEEP YOUR INFORMATION FOR:

We are required to keep certain personal information including registers and medication records pertaining to your children for at least 3 years after your child has left Little Sparrows.

We are required to keep accident records until your child is 21 years old. This is in order to comply with 'Early Years Foundation Stage Welfare Requirements' (given legal force by Childcare Act 2006) and other legislation (e.g. Limitation Act 1980/The Statute of Limitations (Amendment) Act 1991).

WHO WE SHARE YOUR INFORMATION WITH

Generally, we only use your information within Little Sparrows. There are some occasions when we need to share personal information about you and / or your child with third parties. These are:

- If you choose to pay for your child's care using vouchers (e.g. Childcare vouchers) we will share the minimum amount of your personal information necessary with the voucher scheme operator, so they can identify you and make the appropriate payments to Little Sparrows on your behalf.
- If your child is entitled to Nursery Education Funding, we are required to share your personal details with the Local Authority in order to identify your child and prove entitlement to funding.
- We may receive requests from government departments ensuring compliance and the safety and welfare of children, such as reporting a child's attendance or where there may be a safeguarding issue.
- We may make requests of developmental information to other professionals such as school teachers during transition periods and health visitors (consent obtained separately)
- Information may be shared with other professionals such as Speech Therapists, Social Workers or Health Visitors (consent obtained separately)
- In case of an emergency, we may need to share with the emergency services details of a child including details of any medical conditions as provided to us by you.
- Ofsted have access to all children's developmental records.

WHERE WE STORE PERSONAL DATA:

We have information security measures in place to help protect the personal data on site such as secure passwords on the nursery's computer, laptop (which remains on site at all times) and ipods. Visitors are never left unsupervised on the nursery's premises and the cleaner has signed a rigorous confidentiality agreement.

We do use authorised third parties such as the Family app which stores personal information such as your full name, email address, photographs and any other information.

AUTHORISED THIRD PARTIES

We use a number of authorised third-parties to provide our services and to assist us in processing your personal information. They are not permitted to use information we share with them for any other purpose.

Using a third party does come with risks such as hacker attacks or unauthorised access which may be out of our control. Whilst Little Sparrows works to protect your information, it is not liable for any breach in data, security, personal injury or fraud.

- **WIX Website:** Secure hosting of Little Sparrows Day Nursery website is essential both the Nursery and parents. That is why we entrust Wix, an industry leader in secure website hosting. To protect all of our data. Wix terms of use can be found: <https://www.wix.com/about/terms-of-use>
- **Family App:** Secure platform to communicate with staff and parents and to share observations, photo's and videos with parents/carers. The Family app is hosted on Amazon servers based in Germany, which is also used by banks, hospital and public institutions. All data held on our FAMILY account is owned by Little Sparrows; we are registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act. Family stores personal information such as your full name, email address, photographs and any other information. Little Sparrows has a Family app policy in place and full terms of the Family app can be found here: <https://family.co/terms-conditions/>
- **Icloud:** Secure hosting on icloud to collectively store photographs & videos in one place that have been taken from all the ipods in the setting. Photograph's are temporally stored on the icloud and then deleted. Full terms of icloud can be found here: <https://www.apple.com/uk/legal/internet-services/icloud/en/terms.html>

OUR COMMITMENT TO YOU

We will process your personal information in line with the Data Protection Act. This means that we will:

- Only collect and hold information about you which is needed
- Keep your personal information up to date and accurate (to help us do this, please let us know if any of your details change)
- Take appropriate steps to protect your personal information from being used without permission, or illegally, and to safeguard your rights; and
- Destroy your personal information in a secure way once we no longer need it
- Not sell your data to third parties.

DATA BREACH

We must report any data breach to the ICO if, for example, personal data was lost, destroyed, shared inappropriately, or if someone accessed information without permission. You have a right to complain to the ICO. If a data breach occurred the individuals involved would be informed and it would be addressed promptly. We would take steps to establish the severity and tell the ICO, if required. We must investigate a data breach within 72 hours and failure to notify a breach may result in a fine. Advice is available from the ICO Helpline 0303 123 1113

YOUR RIGHTS OVER YOUR PERSONAL INFORMATION

You have certain rights over your personal information. Most importantly, you have a right to withdraw consent and to ask for a copy of all the personal information we hold about you but there are some legal exceptions to this, such as information which is confidential to Little Sparrows.

If you would like further information on any of the points raised above please speak to Cheryl or contact us at: [littlesparrowsdaynursery@outlook.com](mailto: littlesparrowsdaynursery@outlook.com)