**Privacy Notice for Parents**

Written by: Hannah Parker Date: October 2022.

Baby Bears Day Care record, process and keep personal information about you and your child in accordance with Article 6 of the General Data Protection Regulation (GDPR, May 2018): ‘the rights of the data subjects’.

This requirement applies to information Baby Bears Day Care collects in relation to:

* Online data processing
* Paper data processing

**Records Baby Bears Day Care hold about you and your child/ren**

Baby Bears Day Care hold’s 2 different types of records about you and your child:

**Developmental records** including:

* Information from you
* Details about your child’s learning and development at home
* A copy of your child’s statutory 2 year progress check
* Observations of your child’s learning
* Assessments, individual planning and regular progress summaries.

**Personal records** including:

* Personal details required by the statutory frameworks and / or the Local Authority for funding purposes
* Contractual details including attendance registers and fees information.
* Emergency details including your contact details and records of your child’s health and care needs.
* Safeguarding and child protection records.
* Any records required to support your child such as shared information from other agencies and professionals.

**What information Baby Bears Day Care need’s about you and your child/ren**

Baby Bears Day Care hold’s information about you and your child/ren to allow us to comply with the Early Years Foundation Stage\* (EYFS, 2017) and the Childcare Register\*\* (2016). Some of the data we process relates to the Early Years Inspection handbook\*\*\* (2016). Most of the information we collect about you and your child is statutory; when information is optional we will let you know that you have a choice whether to share it with us or not.

\*EYFS 2017 –<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf>

\*\*Childcare Register 2016 – see Annex C – <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/616082/EY_and_childcare_reg_handbook.pdf>.

\*\*\*Early Years Inspection handbook –

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596329/Early_years_inspection_handbook.pdf>.

**What Baby Bears Day Care do with your data and with whom it is shared**

Baby Bears Day Care is required to ensure the information we collect about you and your child/ren is treated confidentially and only shared when there is a need for it to be shared, ideally with your permission in advance of sharing, for example –

* We share information with other settings or agencies involved in your child’s care – We are required to do this by the EYFS (see my Permission Form);
* We are required to share a copy of your child’s 2 year progress check with your health visitor – We are required to do this by the EYFS (see the EYFS for more information);
* We are required to share information with the Local Authority for the purposes of the 2, 3 and 4 year old funding offer and any extra funding we might claim for your child (see the Local Authority Privacy Notice for more details).
* We share information about income and expenses including, when requested, your invoices and payments with HMRC and Tax Credits.

**Ensuring your data is accurate**

Under the GDPR Baby Bears Day Care is required to keep data about you and your child/ren up-to-date and to ensure it is accurate: We will do this regularly. You have the right to access personal data about you and your child/ren and we will share this information with you on request.

**How long Baby Bears Day Care keep your data**

Baby Bears Day Care is required to inform you how long we retain information about you and your child/ren. You will find this information in our **Retention Policy** which we will share with you before your child/ren starts in our care and further information about document retention when your child leaves the setting.

**How Baby Bears Day Care delete’s your data**

**Online deletion** - files held in relation to child/ren and their families on the computer are deleted when no longer required.

**Paper deletion** - files held in paper format, including photos of children, are either handed to parents when the child leaves or goes to school or shredded when no longer required.

Please see the Retention Policy for more information.

**How you can make a complaint**

Baby Bears Day Care is required to inform you about how you can make a complaint relating to a data breach or if you think we are not processing your data appropriately.

**Complaining to Ofsted -** Ofsted can be contacted in the following ways: email – [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk); phone – 0300 123 1231; address – Piccadilly Gate, Store Street, Manchester M1 2WD.

Please see our Complaints Policy for more information.

**Complaining to ICO -** if you are concerned about a data breach, you can contact the Information Commissioners Office - <https://ico.org.uk/for-organisations/report-a-breach/>.

**Online data processing**

Computer and laptop security includes regularly updated antivirus software and secure password protection (regularly changed).

**Electronic equipment –** We have laptops which are used for business purposes. Information is stored on the computer and accessed through the computer and Dropbox\* on the laptop.

\*Dropbox -[www.dropbox.com](http://www.dropbox.com).

**Visiting Baby Bears Day Care website -** when you visit our website, for example, look up some information Google Analytics collects internet log information and details of visitor behaviour patterns: We do not use this information. I use Webs.com to process my website which might collect anonymous information about your activity on the site: I do not use this information.

My website contains links to other websites: I cannot be held responsible for links that do not work or the accuracy of the information contained in the websites.

**Email including e-newsletters and e-invoices –** Baby Bears Day Care use Windows Mail to process emails and our email provider is Outlook. We keep a copy of your email address on the laptop’s to allow us to process emails quickly: We do not gather statistics or monitor any information.

**Mobile Phone calls –** Baby Bears Day Care uses Vodafone as our mobile phone provider to receive out of hour phone calls. We will not keep a copy of your mobile phone number in this phonebook.

**Tapestry –** We use Tapestry as your child/ren’s learning journal. Only current employees have access to the online learning journal with secure passwords. Please see our Tapestry Policy for more details.

**Paper data processing**

Paper documents relating to you and your child/ren are stored in a locked cupboard. Some documentation is retained in the office to be shared with you and your child/ren on request. Attendance registers are stored in folders in a locked cupboard when completed.

**Paper data includes:**

* Your child’s learning and development information
* Attendance registers
* Documents for HMRC including invoices
* Parent – provider contracts
* Permission forms
* Safeguarding forms relating to your child’s health and safety
* Emergency contact details

Please see my **Data Audit** for full details.

**Local Authority funding forms -** parents who are eligible to claim 15 or 30 hours Government funded childcare are required to complete a Local Authority ‘Free Early Education Entitlement Parent Declaration’ form. This form includes identifiers such as parent names and National Insurance numbers and the child’s personal details and characteristics such as ethnic group.

**Changes to this privacy notice**

The Privacy Notice is reviewed annually and as required.