**Confidentiality & General data protection regulation (GDPR)**

Confidentiality is paramount. Information given either verbally or in writing regarding your child or family will be treated as confidential.

We work in line with the General Data Protection Regulation (GDPR). All personal records are kept secure and only available to those who have a right or professional need to access. Parents only have access to their own child’s records and can request these any time.

The General Data Protection Regulation (GDPR) gives parents the right to access information about their child. However, it also sets out specific exemptions under which certain personal information may be withheld from release. For example, a relevant professional will need to give careful consideration as to whether the disclosure of certain information about a child could cause harm either to the child or any other individual. Therefore, we may have to override confidentiality if we suspect a child is being abused and would need to speak to Ofsted and Children’s Care

The setting ensures that all staff understand the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure information is handled confidentially.

**Please see below for more details regarding information we hold on record and for how long.**

**GDPR principle**

The general data protection regulation (GDPR) is an EU law which came into effect on 25th May 2018, replacing the current data protection act 1998. It will give individuals greater control over their personal data. As a nursery it is necessary for us to collect personal information about the children who attend, as well as staff, parents/carers.

**The GDPR provides the following rights for individuals:**

-The right to be informed

-The right of access

-The right to rectification

-The right to erase

-The right to restrict processing

-The right to data portability

-The right to object

-Rights in relation to automated decision-making and profiling.

**Data retention**

We will hold information about all individuals only for as long as the law says and no longer than necessary. After this, we will dispose of it securely.

**Security**

We keep data about all individuals secure and aim to protect data against unauthorised change, damage, loss or theft. All data collected is only accessed by authorised individuals. All paper forms are kept locked away and all computers and tablets are password protected. We do not share your information with anyone else. Should we need to share your information we would seek your permission, unless this would compromise safeguarding regulations.

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The Meadows Childcare Data Controller is Sue Hamilton.

**What information do we hold on you or your child?**

**Registration forms** – we ask parents to provide information which we need by law before taking responsibly for a child. We ask for the parent address and who has parental responsibility (if not both), parents telephone numbers and email address. We ask for your child’s name, date of birth, name of doctor and if they are up to date with their immunisations. We will also ask for some emergency contact details and what days of the week your child is attending nursery.

**Permission slips** – we ask parents to fill in permission slips which allow us to take your child on local walks or to the park, apply sun cream, take photographs and carry out observations for their development files.

**Contracts** – once your child has settled, we ask parents to sign into a contract with the nursery. This contract states 4 weeks’ notice must be given and that payments will be made each month on time.

**All about me booklets** – this is a small booklet which has lots of questions regarding your child’s like and dislikes. We ask questions about food, medical conditions, allergies, sleeps, games your child enjoys etc. This information helps us to settle your child into nursery.

**Parent funding contracts** – if your child receives government funding then you will need to sign another contract which asks for your child’s date of birth, address and full name, this form also asks for the parent’s national insurance number and date of birth. This information is entered onto Kirklees funding portal which they use to check your child is eligible to receive the free hours.

**Tapestry account** – when your child joins our nursery, we open a tapestry account, this is an online account and password protected. We use this system to update parents with daily dairies, photos and observations. When your child leaves, this information can be transferred to your child’s school, to your personal email or deleted.

**Safeguarding information** – we have an important responsibly to safeguard your child. Therefore, if your child arrives at nursery with an injury, we must record this information down in our accident book and ask parents how it happened. Likewise, if your child is injured at nursery, we must also record this information down in our accident book. If injuries give any safeguarding concerns, then depending on the level of these concerns, we may need to contact Children’s Care. We keep daily registers, recording the days and times your child has been in nursery.

**How long is this information held?**

All this information (except safeguarding info, registers, accidents forms, medicine forms) will be deleted when your child leaves our nursery. We must keep all safeguarding records until the child turns 25. Our Data Controller, alongside with the Nursery Owner, makes sure all information is stored and removed correctly by deleting or shredding.