

PRIVACY DOCUMENT

(ICO/GENERAL DATA PROTECTION REGULATION GDPR)

It is a requirement of my registration with the Information Commissioners Office ICO to provide parents/carers with information about the details I keep about you and your child/ren.

ICO – <https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>.

HOW WE USE YOUR INFORMATION:

Nicola Carroll is the data handler. As part of my ICO registration, I am required to inform you about what to expect when I collect personal information about you and your child/ren.

This requirement applies to information I collect in relation to:

Online data processing

Paper data processing

I am also required to inform you how you can make a complaint.

ONLINE DATA PROCESSING

Computer and laptop security includes AVG Antivirus and password protection.

Electronic Equipment

I have a laptop and iPhone mobile phone which are used for my personal business and childminding business. Information required by the statutory framework with which I comply (details to follow) is stored on the laptop. I also access my emails via my mobile phone. Please also see my Confidentiality Policy which refers to photos and emails use/retention on my mobile phone and laptop. General emails, relating to children who have left my setting are deleted once their leaving date has passed.

Visiting My Website

When you visit my web site www.brightonchildminder.co.uk, to, for example, read my policies or look up information, Vidahost, (my website host) collects internet log information and details of visitor behaviour patterns and might collect other anonymous information about your activity on the site: I do not use this information. Where my website contains links to other websites, I have checked the websites as much as practical but I cannot be held responsible for whether the links work or the information contained in the websites.

Email Including e-invoices

I use Outlook to process emails and Outlook as my email provider – Outlook email: nickycarroll31@hotmail.com. I keep a copy of your email address in my computer and mobile phone, to allow me to process emails quickly (your email address may remain in my address book after your child /ren has left the setting). I do not gather statistics or monitor any information.

Text Messages

I use Vodaphone as my mobile phone provider to send and receive text messages to parents/carers. I keep a copy of your mobile phone number in my phone and also in your child/rens paper records, to allow me to send you texts and share information about your child/ren and my business. (Your phone numbers mobile/landline may remain in my phone address book after your child/ren has left the setting).

Computer File Deletion

When no longer required, computer files are securely deleted using the Microsoft deletion tool.

PAPER DATA PROCESSING

Information Collected

I hold information about children and their families as required by the Early Years Foundation Stage EYFS/Ofsted and the Childcare Register CR.

Paper Information Storage

Private and family information about the children currently at my setting, required by the EYFS and CR which is stored in paper format, is kept in a secure file box, purchased from PACEY (Professional Association for Childcare and Early Years – I am a member of this group), which meets Ofsted/EYFS requirements. Some documentation is retained in the playroom and office sideboard (located in dining room), to be shared with parents and children on request, including children's Learning Journey tracking files and current accounts information and my daily attendance diary. The children's daily journals arrive and leave with the children each session and during the session are placed on a table away from the children for the duration of the session that they are attending. This is so the journals can be updated by Nicola Carroll, the Childminder.

Local Authority Forms for Funded Parents

Parents/carers who are eligible to claim 15 or 30 hours Government Funded Childcare are required to complete Local Authority paperwork. The form includes identifiers such as parents names and National Insurance Numbers and the child's personal details and characteristics such as ethnic group. These forms are held in the secure PACEY file box, together with the child's other documentation such as contract, child record form etc.

DOCUMENT RETENTION

Information relating to the children's Learning and Development, which is their Learning and Development folder, including tracking data required by the EYFS (the statutory 2 years Progress Check form) is handed to the parent/carer when the child leaves the provision or starts school.

Information relating to the Safeguarding and Welfare Requirements of the EYFS and CR including Accident, injury and first aid records, medication records, attendance data, incident records, details about physical intervention required to keep a child safe etc is retained until the child is 21 years old and 3 months as required by my insurance company and as detailed in the Preschool Learning Alliance Retention Period for Records information on the Brighton and Hove Council website and by my insurance company (PACEY).

Information relating to self-employed accounts is retained for 6 years as required by the HMRC and the Preschool Learning Alliance Retention Period for Records form on the Brighton and Hove Council web site.

Information relating to child safeguarding is handed over to the next setting the child attends as per requirements of the Brighton and Hove Council Local Safeguarding Children's Board.

Document Deletion

Files held in relation to children and their families on the laptop are deleted when no longer required by the relevant statutory framework, Ofsted or my insurance company.

Files held in paper format, including photos of childminded children, are either handed to their parents/carers or shredded when no longer required.

MAKING A COMPLAINT

Complaining to Ofsted

A complaint can be made to Ofsted about my service at any time – also see my separate complaint policy – Ofsted can be contacted in the following ways:

Email enquiries@ofsted.gov.uk

Phone 0300 123 1231

Address Piccadilly Gate, Store Street, Manchester M1 2WD

Complaining to me

A complaint can be made to me via email, by phone or in writing

Complaining to ICO

If you are concerned that a data breach has been made, you can contact the Information Commissioners Office

<https://ico.org.uk/for-organisations/report-a-breach/>.

If I receive a complaint I am required by the EYFS to record details about the complaint and retain the information to share with Ofsted. The information I record includes the identity of the complainant (if provided) and any other individuals involved in the complaint.

The complaint must be “made available to Ofsted” as required by the EYFS (children aged 0 – 5) and the Childcare Register (children aged over the age of 5 years). Information will be retained securely in paper format and only shown to those with a right to view it: for example, the Local Authority.

Changes to this Privacy Notice

My privacy policy is reviewed annually and as required

Dated 30 Jan 2018