

GENERAL DATA PROTECTION REGULATIONS - GDPR POLICY AND PROCEDURES FOR WHIZZ KIDS PRE-SCHOOL

Please also see

- Safeguarding Children Policy
- Whistleblowing Policy
- Working in partnership with other agencies Policy
- Information sharing
- Transfer of information to school Policy

Policy Statement

It is our intention to respect the privacy of children and their parents/carers, while ensuring that they access high quality early years care and education whilst in our pre-school.

We aim to ensure that all parents/carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

Whizz Kids Pre-School ensures that personal data is:

- processed fairly, lawfully and in a transparent manner
- collected for a specific and legitimate purpose
- relevant and limited to only what is required to meet the purpose
- accurate and up to date
- not kept longer than is required
- kept securely to maintain confidentiality, whilst still available upon request
- processed by staff able to demonstrate compliance

All staff are made aware of their responsibilities under the Data Protection Act (DPA) 1998 and the GDPR 2018, and where relevant the Freedom of Information Act 2000. All staff understand the need to protect the privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

The General Data Protection Regulations co-ordinator is Sara Ward.

Information retained about a child

Whizz Kids records the following information for each child in their care:

- registration forms
- consent form
- full name
- date of birth
- name and address of every parent and/or carer who has parental responsibility for the child
- name of parent(s) and/or carer(s) the child normally lives with
- emergency contact details for parents and/or carers
- medical conditions and allergies
- reports and summaries of areas of development
- observations
- photos
- any special educational needs or disabilities
- notes and observations from outside professionals
- meeting notes concerning the child

Records relating to individual children must be retained for a reasonable period of time after they have left the provision. Whizz Kids has deemed 3 years to be a reasonable period of time.

Information retained about the parents

Whizz Kids records the following information for parents of children in their care:

- name
- address
- contact telephone number and email address (if available)
- information in relation to access childcare funding

Information provided for parents and carers

Whizz Kids ensures the following information is available to parents and/or carers:

- how the EYFS is being delivered in the setting, and how parents and/or carers can access more information
- the range and type of activities and experiences provided for children, the daily routines of the setting, and how parents and carers can share learning at home
- how the setting supports children with special educational needs and disabilities
- food and drinks provided for children
- details of the provider's policies and procedures
- staffing in the setting; the name of their child's key person and their role; and a telephone number for parents and/or carers to contact in an emergency.

Confidentiality procedures

- We always check whether parents regard the information they share with us to be regarded as confidential or not.
- Some parents sometimes share information about themselves with other parents as well as staff; the setting cannot be held responsible if information is shared beyond those parents whom the person has 'confided' in.
- Information shared between parents in a discussion or training group is usually bound by a shared agreement that the information is confidential to the group and not discussed outside of it.
- We inform parents when we need to record confidential information beyond the general personal information we keep, for example with regard to any injuries, concerns or changes in relation to the child or the family, any discussions with parents on sensitive matters, any records we are obliged to keep regarding action taken in respect of child protection and any contact and correspondence with external agencies in relation to their child.
- We keep all records securely.

Sharing information and records

Whizz Kids maintain records and obtains and shares information with:

- parents and carers
- other professionals working with the child
- the police
- social services
- Ofsted

This is to ensure the safe and efficient management of our setting, and to help ensure the needs of all children are met.

We ensure a regular two-way flow of information with parents and/or carers, incorporating parents' and/or carers' comments into their children's records. We share information between providers, with the parents/carers authorisation, if a child is attending more than one setting.

If requested, records are easily accessible and available. Information is provided within one month of request.

Confidential information and records about staff and children are held securely and only accessible and available to those who have a right or professional need to see them.

Parent access to confidential records procedures

Parents and/or carers are given access to all records about their child, provided that no relevant exemptions apply to their disclosure, for example a safeguarding concern. Parents have access to the files and records of their own children but do not have access to information about any other child.

Parents may request access to any confidential records held on their child and family following the procedure below:

- The pre-school manager prepares the file for viewing.
- All third parties are written to, stating that a request for disclosure has been received and asking for their permission to disclose to the person requesting it. Copies of these letters are retained on file. ('Third parties' include all family members, or outside professionals, who may be referred to in the records).
- When all the consents/refusals to disclose have been received the files are available for viewing.

- The pre-school manager goes through the file and removes any information which a third party has refused consent to disclose.
- The parents are then invited to discuss the contents. The file should never be given straight over, but should be gone through by the pre-school manager, so that it can be explained.
- The original file is not to be removed from the pre-school, if needed a photocopy of the file is made.

Legal framework

- Data Protection Act 1998
- Human Rights Act 1998
- General Data Protection Regulations (2018)

Further guidance

- Information Sharing March 2015

This policy and its procedures was adopted at a meeting between Mrs Terina Wilkinson and Mrs Sara Ward on 26th November 2019 and will be reviewed annually or sooner if necessary.

Signed by

Mrs Terina Wilkinson
Room 1 Manager

And

Mrs Sara Ward
Room 2 Manager