



Privacy Notice

Milborne Ladybirds is committed to ensuring that any personal data we hold about families, children, employees and volunteers is protected in accordance with Data Protection Laws. This Privacy notice explains what personal data we collect, how we collect it, why we collect it and how we store it. In compliance with Data Protection Act (1998); General Data Protection Regulation (2018); Childcare Act (2006); Children and Families Act (2014) and EYFS Statutory Framework (2017)

1. Children and Families

Personal Data we collect: -

Child's - Name, date of birth, address, health and medical details, development progress, Special Educational Needs and ethnicity. When applicable Child Protection plans from Social Care and development plans from other professionals.

Photographs of children are only taken on the Ladybirds camera and iPad and used in agreement with individual consent indicated on Registration document

Families- Name, address, contact details, emergency contact details, who has parental responsibility; and in some cases, date of birth and national insurance number of parents. Where applicable Family in Need plans from Social Care.

Due to COVID 19 it may request details of parent employment to ascertain if they are Critical or Key workers

How this Data is collected: -

Child registration documents - when placement is applied for and subsequent updates.

Dorset County Council Parent Agreement form for Grant Funding – termly.

From other agencies eg Social Care or other Professionals eg Speech and Language therapists

Why we collect this data: -

To create a register of children to record attendance

To register children onto our on-line Learning Journal to record developmental progress

To assess the child's progress and identify any areas of need

To inform parents of their child's progress and respond to any questions parents have

To manage any Special Educational or Health need

To contact parents or nominated person in an emergency

To process funding claims for free childcare

To check eligibility for 30-hour funding or pupil premium

To record any accidents or incidents

To inform parents of activities and events via the Closed Ladybirds Facebook page

Who we share the data with: -

Ofsted during an inspection or in reply to a complaint

The Local Authority to process Grant funding, SEN funding or Pupil Premium

Other Professionals to provide appropriate pastoral care

Social Care or Police to protect children when necessary

The School a child will be attending to create a smooth transition for the child



Another child care setting when a child attends more than one setting or when they are transferring setting

How we store this Data: -

Registration documents, Registers, Child progress files, Visitor book, Accident and Incident forms are kept in a locked cupboard at the setting

Photographs of children with only their first name are displayed within the preschool room.

Children's First Names are on the self-registration board, on labels of changing bags, on personal lunch boxes and drinks bottles. All of which are only accessible in the preschool room

Details of allergies are kept on the inside door of the store cupboard in the Kitchen.

Records of administered First Aid and Medication are kept in a locked Cupboard

The Ladybird Computer is used to store any information needed for the running of the preschool and is kept by the Manager. Tablets which are used for Children's Learning Journals are used by Staff. All electronic equipment is password protected with each member of staff having their own personal password

Data is destroyed when a child leaves the Preschool after a short period of time, except for accident records which are legally required to be kept for 40 years

2. Employees and Volunteers

Personal Data we collect: -

Name, address, date of birth, medical details, next of kin, bank details and employment records

How this Data is collected: -

Job Application form

DBS application

Terms & Condition of Employment Contract

Disciplinary records

Supervisory meeting notes

Why we collect this data: -

Legal requirements of Employment

To process payroll

To maintain a method of contact for information

To access on line training through the Local Authority

To carry out DBS checks and references for employment

Who we share the data with: -

HMRC via our Accountant

Ofsted

The Local Authority

Social Care in the case of Safeguarding issues

How we store this Data: -

Employment records are held by the Preschool Secretary and the Accountant

Supervisory records are kept by the Manager and shared with the Chairperson



Employment laws generally require retaining of employment records for 6 years and longer regarding Safeguarding of Disciplinary matters

3. Your Rights with respect to your Data

You have the right to request access, amend or correct your or your child's personal data

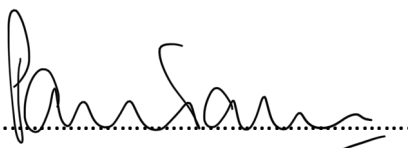
You have the right to request we delete or stop processing your data when it is no longer necessary or a statutory requirement

If you have any questions, comments or concerns regarding this Privacy Notice please contact the Manager or Committee. If you continue to have concerns you have the right to complain to the Information Commissioner Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via their website ico.org.uk

Reviewing the Notice

The Privacy Notice will be kept under review and will be reviewed annually

The Notice was reviewed and agreed at the Management Committee Meeting on 25 August 2020

Signed  Chairperson