Safeguarding and Welfare Requirement: Information and record keeping

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

Privacy Notice for Families

This privacy notice explains how Templegate Tiny Tots looks after your personal information referred to as personal data. This notice explains how we do this and tells you about your privacy rights and how the law protects you.

**Topics**:

* What data we collect about you and your child
* Why we collect data and how your personal data will be used
* How long your personal data will be kept for
* Where your personal data is kept
* Access to your personal data and correction
* Changes to our privacy notice

**What Data We Collect About You**

We collect information (referred to as data) about you when you register with Templegate Tiny Tots or when you sign up to the waiting list, whether the contact is online, on paper, by email or over the phone. The information you give us may include your name, address, email address, phone number.

We also collect information of your child through observations taken during session time, developmental trackers and reports. This is done on paper but also through Famly Online Journal. A copy of our contract with Famly Online Journal is available for you to read.

We take and store digital media such as photos and videos of your child to support the evidence of development of your child.

Details on children attending Templegate Tiny Tots are only kept with the consent of a parent, carer or guardian.

**Why We Collect Data and How Your personal Data Will Be Used**

Your child’s safety and wellbeing is our utmost priority. We collect and store your and your child’s data to

* Ensure their physical needs are met such as health, medical and dietary
* Ensure that we are able to progress your child developmentally at an appropriate level for them
* Keep you updated of any events that may be taking place such as stay and play sessions
* Keep you informed of your child’s progress and any areas of concern
* Ensure their overall safety and wellbeing
* Apply for the government funding such as the 15 hours free early education entitlement

We will sometimes need to share your data with other agencies, for example health visitors, social services or speech and language therapists. This will only be done with your consent unless we feel the safety of child may be compromised.

At Templegate Tiny Tots we often take photos/videos of your child. We do this so that we can

* Support the observation/assessments being made, and give context
* Display on our website events that have taken place such as topics
* Display on our planning boards to help plan topics around children’s interests in pre-school and at home
* Share good examples with other settings of good practice in relation to learning and assessments in a preschool environment.

Photos posted on our website are done so without identifiable markers such as full names. We never share your child’s digital media (photos/videos) on any social media platform such as Facebook.

**How Long Your Personal Data Will Be Kept For**

Unless you request otherwise, we will keep your information for a maximum of 2 years from your leaving date. After 2 years we will delete all your personal information, except for financial transactions (which we are obliged to keep for 6 years). See our data protection policy for further information.

**Where Your Personal Data Is Kept**

We store your data on paper and digitally. All paper copies are locked securely away in the setting. All digital information is stored on secure servers and password protected. Please see our contract with Famly Online Journal for more information with regards to online observations. Devices are locked away securely after each day.

**Access to Your Personal Data and Correction**

You have the right to request a copy of the personal information that we hold about you. This will normally be free, unless we consider the request to be unfounded or excessive, in which case we may charge a fee to cover our administration costs. If you would like a copy of some or all of your personal information, at Templegate Tiny Tots on 07949893076 or email at templegatetots@yahoo.co.uk

We want to make sure that your personal information is accurate and up-to-date. You may ask us to correct or remove information you think is inaccurate. You have the right to ask us to object to our use of your personal information, or to ask us to delete, remove or stop using your personal information if there is no need for us to keep it. If you need to speak to someone with regards to your personal data please contact Tori Pattison (manager).

**Changes to Our Privacy Notice**

We keep our privacy notice under regular review. This privacy notice was last updated on September 2023.

You also have the right to complain to the Information Commissioner’s Office. Find out on their website how to report a concern:[www.ico.org.uk/concerns/handling](http://www.ico.org.uk/concerns/handling)