Privacy Notice

I record, process and keep personal information about you and your child in accordance with Article 6 of the General Data Protection Regulation (GDPR, May 2018): ‘the rights of the data subjects’.

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

I hold two different types of records about you and your child:

Personal records including:

* Personal details required by the statutory frameworks and / or the Local Authority for funding purposes
* Contractual details including attendance registers and fees information
* Emergency details including your contact details and records of your child’s health and care needs
* Safeguarding and child protection records
* Any records required to support your child such as shared information from other agencies and professionals

Developmental records including:

* Information from you
* Details about your child’s learning and development at home
* Observations of your child’s learning
* Assessments, individual planning and regular progress summaries

I hold information about you and your child/ren to allow me to comply with the National Minimum Standards. Most of the information I collect about you and your child is statutory; when information is optional I will let you know that you have a choice whether to share it with me or not.

I am required to ensure the information I collect about you and your child/ren is treated confidentially and only shared when there is a need for it to be shared, ideally with your permission in advance of sharing, for example:

* I share information with other settings or agencies involved in your child’s care – I am required to do this by the National Minimum Standards
* I am required to share information with my Local Authority for the purposes of 2, 3, and 4 year old funding offer
* I share information about income and expenses including, when requested, your invoices and payments with HMRC and Tax Credits

Privacy Notice (cont.)

Under GDPR I am required to keep data about you and your child/ren up-to-date and to ensure it is accurate: I will do this regularly. You have the right to access personal data about you and your child/ren and I will share this information with you on request

I am required to inform you how long I retain information about you and your child/ren. You will find this information in my Data Retention Policy which I will share with you before your child/ren starts in my care and further information about document retention will be clarified in the Contract Termination letter which I will give you when your child leaves my setting.

**How I delete your data**

Files held on my laptop and storage system are deleted when no longer required. Any phone numbers, email addresses etc held on the computer (in my email application for example) or mobile phone will also be removed when no longer required.

Files held in paper format are either handed to parents when the child leaves or are shredded when no longer required.

I am required to inform you about how you can make a complaint relating to a data breach or if you think I am not processing your data appropriately.

Complaining to Care Inspectorate Wales CIW – The local contact number is 0300 7900 126 (Press 3 for the South West Wales Office).

If you are concerned that a data breach has been made, you can contact the Information Commissioners Office (ICO) – [http://ico.org.uk//for-organisations/report-a-breach/](http://ico.org.uk/for-organisations/report-a-breach/)

In order to keep your data safe, I have produced a Privacy Impact Assessment which I follow, and which contains details on the controls in place to keep data secure.

Date this document was last reviewed – 25/02/2023

Date this document was last updated – 19/05/2018