



Anne Riggs Childcare

anneriggschildminding.co.uk

Looking after generations of
Plymouth's children since 1989

Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act 2018 and the General Data Protection Regulation (Regulation (EU) 2016/679).

The information I process

Anne Riggs (Childminding), 9 Beaudyn Walk, Eggbuckland Plymouth is collecting the information below for the purpose of delivering a childcare service and meeting the requirements of the Early Years Foundation Stage. In order to do this in an effective way I need to collect and use personal information about individuals associated with the setting.

The categories of information that I process include:

§ personal identifiers and contacts (such as name, date of birth, contact details and address, and birthday dates of parents and siblings if they wish me to make cards/presents with their child on these occasions)

§ characteristics (such as ethnicity, language, and free school meal eligibility for funding)

§ safeguarding and child protection information

§ special educational needs and disabilities (including the needs and level of support)

§ medical and administration (such as GP, health, allergies, medication and dietary requirements)

§ attendance (such as sessions attended, number of absences, absence reasons and any previous setting attended)

§ assessment and attainment (EYFS learning and development)

I collect and use this information, for the following purposes:

§ to support and monitor children's learning and development

§ to review the quality of our services

§ to keep children safe (food allergies, or emergency contact details)

§ to meet the statutory duties placed upon us by regulatory bodies such as Ofsted and Plymouth City Council

Secure storage of information

Electronic data is stored on Tapestry and is only accessible by the child's parent(s) and myself using a secure password. I ensure that I log out of the Tapestry app and website each time I have completed an action so no-one can access data via my mobile, tablet or home computer without express permission.

Information sharing

To ensure that Anne Riggs Childminding provides you with an effective service, I will sometimes need to share your information with other professional agencies that support the delivery of the Early Years Foundation Stage in accordance with the Information Sharing protocol 2015. In this case, the information collected will be shared with:

Plymouth City Council Gateway Services, Ofsted and other professional services such as Speech and language or SEND agencies

I will only ever share your information with the named organisations if I am satisfied that they have sufficient measures in place to protect your information in the same way that I do.

I will never share your information for marketing purposes.

Retention periods

I will only keep your information for the required period of time and for the purpose of processing personal information.

The Data Protection Act 2018 and the EU General Data Protection Regulation ensures that I comply with a series of data protection principles. These principles are there to protect you and they make sure that I:

§ process all personal information lawfully, fairly and in a transparent manner

§ collect personal information for a specified, explicit and legitimate purpose

§ ensure that the personal information processed is adequate, relevant and limited to the purposes for which it was collected

§ ensure the personal information is accurate and up to date

§ keep your personal information for no longer than is necessary for the purpose(s) for which it was collected

§ keep your personal information securely using appropriate technical or organisational measures.

Your rights

You have certain rights under the Data Protection Act and the EU General Data Protection Regulations (GDPR), these are:

§ The right to be informed via Privacy Notices such as this.

§ The right of access to any personal information the setting holds about yourself.

§ The right of rectification, we must correct inaccurate or incomplete data within one month.

§ The right to erasure. You have the right to have your personal data erased and to prevent processing unless I have a legal obligation to process your personal information.

§ The right to restrict processing. You have the right to suppress processing. I can retain just enough information about you to ensure that the restriction is respected in future.

§ The right to data portability. I can provide you with your personal data in a format that is most suitable for you i.e. a Word document or printed version.

Consent

During your contact with the setting you will be informed of how your, or your children's, information will be used and shared with other services or organisations.

I will usually seek your consent prior to processing or sharing your information. If you object you must inform me, however, if there is a legal reason, as outlined under the Data Protection Act, I may not require your consent, for example:

§ to protect a child, a vulnerable adult, or member of the public

§ where the disclosure is necessary for the purposes of the prevention and/or detection of crime.

§ tax or duty assessment

§ required by court or law.

Where I need to disclose sensitive or confidential information such as medical details to other partners, I will do so only with your prior explicit consent or where I am legally required to. I may disclose information when necessary to prevent risk of harm to an individual.

Details of transfers to third country and safeguards

Your personal and sensitive data will only be stored and processed on servers based within the European Economic Area (EEA). This includes Cloud services as some of these are based outside of the EU.

This means that the data will not be transferred to a country where it is at risk of compromise (there are many countries who do not have strict legislation around the storage of data and it could be accessed by unauthorised people).

Anne Riggs Childminding is registered with the Information Commissioner's Office , ref:
ZA237789

If you have concerns or queries about this notice, information security and data protection practices, please speak to me.

If you have further concerns or complaints, please contact the ICO on 0303 123 1113.