

GDPR Privacy Notice

Setting Details: Action House Childcare Ltd, St Paul's CofE(A) Primary School, St Paul's Road West, Dorking, Surrey. RH4 2HS

Contact details: info@action-house.co.uk

We have a duty to abide by the requirements of the Early Years Foundation Stage (EYFS), the General Data Protection Regulation (GDPR) and the Data Protection Bill (DPB).

The EYFS states that we need to collect and keep specific information to help ensure that we can meet the needs of your child(ren). The GDPR and the DPB require us to keep this information confidential and only share with others who have a right or professional need to see it. This is listed in the EYFS Information and Records section 3.68-3.71.

Collecting and keeping information about living people is called data processing. The GDPR requires that we identify which 'lawful base or bases' we have for processing the data we need to keep. Some information is considered 'special category data' because it is of a more sensitive nature. The information we need about your child's health fits in the special category and so we also need to identify the legal reason we have for processing this information.

Legal Bases and why they apply:

Legal obligation - the EYFS states that we must collect and use information.

Consent - If you ask us to keep additional information to that which is required in the EYFS. Consent is also needed if we agree to share information/photographs using social media platforms such as Facebook.

Vital interests - This relates to information that is processed to protect someone's life. This would be when it is in the child's best interests in a medical or child protection situation.

Contract - for sending invoices etc.

Special Category Data Conditions:

(b) Processing is necessary for the purposes of carrying out obligations – the EYFS requires we keep this information

Information Needed

You will be asked to provide some of the information needed and some we will obtain through observing and working with your child(ren). We will not collect or use any information for any purpose that is not part of our roles as playworkers to your child(ren) unless you specifically ask us to.

Information will include:

Basic information about your child's name, date of birth, address

Details about their general health, medication, allergies, dietary requirements etc.

Information about your child's likes, dislikes, fears, stage of development, what they enjoy doing and how they learn

Accident/ medication/ safeguarding children records where appropriate

Other Information:

Contact details for parents/carers and other responsible adults who may be contacted in cases of emergencies

Details of who holds Parental Responsibility

Details of your child's doctor

How information is stored:

All information will be stored to maintain confidentiality and prevent access to those who do not have a right to see it.

Information is stored where parents and other visitors to the setting can't access it. This is in a lockable, fireproof filing cabinet in the AH hut.

Information is also stored on a password protected computer/laptop via Connect Childcare – a web based company based at 16 Lindred Road, Brierfield, Nelson, Lancs. BB9 5SR. All information is stored securely on their databases and they have their own Privacy Notice regarding the storage of these records.

General records relating to individual children will be kept until the Ofsted inspection after the child has left or 3 years after the child has left Action House. Any Accident/ medication records or records of safeguarding concerns will be kept until the child reaches the age of 21 years and 4 months (for accident records) or 24 years (for safeguarding) as recommended in the Limitation Act 1980. For safeguarding, if the concern/referral is not taken further the time span will be 10 years.

Keeping information updated:

The GDPR requires that all information is kept up to date. Please let us know if any of your details change. We will also ask you to revisit the information you have provided and update where necessary at regular intervals.

Parental Access:

Records of your child's play, including photos and observations are collected and stored securely in the setting. Please feel free to ask to see your child's records at any time.