

General Data Protection Regulation Childcare

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The current version of any policy, procedure or guideline is the version held in the Knowledge Library on Workplace. It is the responsibility of all staff to ensure that they are following the current version.

In order to provide a quality early years and childcare service and comply with legislation. We will need to request information from parents about their child and family. Some of this will be personal data.

We take families' privacy seriously, and in accordance with the General Data Protection Regulation (GDPR), We at YMCA Thames Gateway will process any personal data according to the seven principles below:

- 1.** We must have a lawful reason for collecting personal data and must do it in a fair and transparent way. We will be clear about what data we are collecting, and why.
- 2.** We must only use the data for the reason it is initially obtained. This means that we may not use a person's data to market a product or service to them that is unconnected to the reasons for which they shared the data with me in the first place.
- 3.** We must not collect any more data than is necessary. We will only collect the data we need to hold in order to do the job for which we have collected the data.
- 4.** We will ensure that the data is accurate, and ask parents to check annually and confirm that the data held is still accurate.
- 5.** We will not keep data any longer than needed. We must only keep the data for as long as is needed to complete the tasks it was collected for.
- 6.** We must protect the personal data. We are responsible for ensuring that we and anyone else charged with using the data, processes and stores it securely.
- 7.** We will be accountable for the data. This means that we will be able to show how we at the YMCA Thames Gateway are complying with the law.

Procedure (how we have put this statement into practice)

We are registered with the Information Commissioner's Office, the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

We expect parents to keep private and confidential any sensitive information they may accidentally learn about the setting or the other children and families attending our settings, unless it is a child protection issue.

We will be asking parents for personal data about themselves and their child/ren in order to deliver a childcare service (see privacy notice). We are required to hold and use this

personal data in order to comply with the statutory framework for the early year's foundation stage, Ofsted, Department for Education and my local authority.

Subject access

Parents have the right to inspect records about their child at any time. This will be provided without delay and no later than one month after the request, which should be made in writing. We will ask parents to regularly check that the data is correct and update it where necessary.

Storage

We will keep all paper-based records about children and their families securely locked away in a filing cabinet and stored on our childcare management system.

When and where we keep records relating to individual children on computer, externally or in cloud storage such as iCloud, Google Drive or Dropbox, including digital photos or videos, we will obtain parents' permission. This also includes CCTV. We will store the information securely, for example, in password-protected files, to prevent viewing of the information by others with access to the computer.

Backup files will be stored on our encrypted server which we will lock when not being used. Firewall and virus protection software are in place.

We store records using a digital solution known as Connect Childcare Management System. We will ensure we carry out due diligence to ensure they are compliant with GDPR.

Information sharing

We are expected to share information with other childcare providers if a child also attends another setting.

We are also required to share information with the local authority in regards to the childcare and early year's entitlements.

We will not share any information with anyone without parents' consent, unless there is a child protection concern.

Ofsted may require access to my records at any time.

Record keeping

We record all accidents in an accident book and on accident record sheets.

We will inform Ofsted, the local child protection agency and the Health and Safety Executive of any significant injuries, accidents, or deaths as soon as possible.

We record all significant incidents in an incident sheet, and we will share these with parents so that together we can work to resolve any issues.

We will only share information if it is in a child’s best interests to do so. For example, in a medical emergency We will share medical information with a healthcare professional. If we are worried about a child’s welfare, we have a duty of care to follow the Local Safeguarding Children Board procedures and make a referral. Where possible we will discuss concerns with you before making a referral.

Safe disposal of data

We required by law to keep some data for some time after a child has left the setting. We have a review plan in place and ensure that any data is disposed of appropriately and securely.

Suspected breach

If we suspect that data has been accessed unlawfully, we will inform the relevant parties immediately and report to the Information Commissioner’s Office within 72 hours. We will keep a record of any data breach.

This policy was adopted by	YMCA Thames Gateway
On	14/01/2023
Signed on behalf of the provider	
Name of signatory	Amanda Allen
Role of signatory (e.g. chair, director or owner)	Head of Family and Children’s Services



Policy review date	13/01/2024 – on or before
Name of reviewer	_____
Signature of reviewer	_____
Role of reviewer	_____