

## Little Foxes Forest School's Privacy Notice for Parents and Carers

As a preschool setting Little Foxes is the 'data controller' for the purposes of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018. The purpose of this Privacy Notice is to tell you about what information we collect about you and your child when you use Little Foxes, how we use that information and with whom we may share that information. Little Foxes must provide the Privacy Notice to you when we start to collect information about your child.

### 1. What information will I collect about you and your child?

For you (and for a second parent/carer if you provide these details):	For your child/ren:
<ul style="list-style-type: none"> <li>• Name</li> <li>• Relationship to child</li> <li>• Who has parental responsibility</li> <li>• Each parent's address and contact details including email and phone numbers</li> <li>• Contact details at work</li> <li>• The contact details of someone you trust whom Little Foxes would contact, if for some reason you were not contactable</li> <li>• National Insurance number *</li> <li>• National Asylum Seeker's Support reference*</li> <li>• D of B*</li> </ul>	<ul style="list-style-type: none"> <li>• Full legal surname (derived from family, clan or marital association) of the child*</li> <li>• Full given first name of the child*</li> <li>• Name child is generally known by</li> <li>• Date of birth *</li> <li>• Gender *</li> <li>• Your child's current address and postal code*</li> <li>• With whom the child lives with</li> <li>• The child's siblings and significant people in your child's life</li> <li>• The name of your child's GP surgery</li> <li>• Whether registered with a dentist and up to date with vaccinations</li> <li>• Ethnicity *</li> <li>• Religion</li> <li>• Language/s spoken at home.</li> <li>• Whether your child has any Special Educational Needs or Disability and if so, details. *</li> <li>• Number of hours attended that are funded by the local authority, universal and extended *</li> <li>• Child's 30 hour code*</li> <li>• Number of private hours attended that are not paid through the local authority*</li> <li>• Your child's eligibility for Early Years Pupil Premium and the basis for the funding*</li> <li>• Whether social care are involved with your family and if so, whether your child is subject to a child protection plan, in care or a child in need and the name of our social worker</li> </ul> <p>*Little Foxes Forest School are a registered provider of the Free Early Education Entitlement therefore Bristol City Council return this data to the Department of Education via the Early Years Census and Pioneer. The data for the funding is processed on the lawful basis of 'contractual necessity' GDPR 6(1)(b).</p>

## 2. What is our lawful basis for processing your child's data and for what purpose?

Registered childcare providers have a statutory requirement to hold certain basic information about any attending child and the name, address and contact details of every parent (Safeguarding and Welfare Requirements, EYFS 2017, 3.72 and Childcare Register CR8). The Safeguarding and Welfare Requirement to hold certain data is given force by an order made under section 39(1)(a) of the Childcare Act 2006, therefore the lawful basis for processing information is 'legal obligation' GDPR 6(1)(c) and for special categories of data (such as medical information, special needs and safeguarding) under GDPR 9(2) (a)(b).

There is also a 'legal obligation' to record your child's learning and development (EYFS Learning and Development Requirements given force by section 39(1)(a) of the Childcare Act 2006). The purpose of observing, assessing and planning is to ensure good outcomes for a child based on the child's own interests, needs and stage of development.

Little Foxes also holds information on the basis of 'legitimate interest' GDPR 6(1)(f) in order to ensure your child's safety and well-being and to provide a good quality service based on your child's individual needs.

Photographs are an effective way to illustrate and augment learning. Photographs will be taken with your consent (GDPR 6(1)(9a)) and for the purpose of informing you of your child's progress in learning. With your consent only, photographs may be used in promotions for the nursery including on Facebook and Instagram.

## 3. For how long will Little Foxes hold your information: retention periods?

The EYFS (3.71) says that as a provider I should determine myself how long to retain records relating to individual children.

- All photographs used for the purposes of your child's learning journal are deleted from relevant devices as soon as they are uploaded to the learning journal. Photographs are only taken for marketing and advertisement purposes with your express consent and will be retained by Little Foxes in accordance with the advice of the Information Commissioner's Office
- For the purposes of insurance claims, Little Foxes will retain; the Accident and Incident Log, the Medication Administration Records, the Attendance Register, signed Consent Forms, the Complaints Log and any record of allegations, until your child has reached 21 years and 3 months. These are retained in paper form and by services who comply with GDPR.
- Any record of safeguarding concerns will be forwarded to the next setting/school in line with 'Keeping Children Safe in Education'. If a safeguarding referral to First Response has led or is likely to lead to criminal prosecution, requiring our records as evidence, Little Foxes would take advice on retaining the record or retaining a copy of the record of our safeguarding concerns (see Goddard Inquiry).
- Any learning records and photographs of a 'looked after' child will be passed on to the child's Social Worker, who usually holds parental responsibility, for retention.
- Where Little Foxes have shared your data with other Bristol City Council services, for example with regard to the Free Early Education Entitlement or Enhanced Provision Scheme, the general Bristol City Council retention schedule will apply and is available on the Bristol City Council website.
- HMRC financial records will be retained for six years.

## 4. How does Little Foxes use/process information about your child, including photographs?

The information you have provided will be stored in paper form and electronically in a file which is kept securely and in one place. Paper forms are kept in a secure location, with some information being held with a member of staff at the Forest School site. Electronic information is kept on password protected computers, tablets and shared drives. Little Foxes liaise with you by email, text, by using your child's learning journal and by using the closed parents' group on Facebook. Mobile service providers will be used to send any messages and emails will always be from a Little Foxes business account. The learning journal is password protected for both Little Foxes as the uploader of information, and yourselves as the receiver of information. The parents' group on Facebook is a closed group using privacy settings. Little Foxes record your child's progress through observations and assessment in the online learning journal Tapestry. Tapestry complies with GDPR. Little Foxes take photographs using a digital camera or a mobile phone. The mobile phone is PIN protected and photos are deleted from both the digital camera and mobile phone as soon as they have



been uploaded to Tapestry. As part of the registration of your child as a Little Fox, Little Foxes Forest School will ask for your written consent to keep some photographs for use in our own work, such as to promote our business.

**5. Who Little Foxes may disclose your child's information to and why: the recipients of the personal data.**

Little Foxes will only share the information which you have provided about your child and the child's learning progress with you, the parent/carer, and with Ofsted, on the request of an Ofsted inspector, as the regulator and inspector of registered childminders.

In exceptional circumstances Little Foxes may be required to disclose information in relation to safeguarding with the Local Authority Designated Officer, Children's Social Services/First Response, the police or legal services.

Information about your child's progress will only be shared with another professional such as a Health Visitor, SENCO, Speech and Language Therapist, Inclusion Specialist, Family Support or Early Help support worker after discussion with you and with your explicit, written consent. Liaison with another professional would be to support your child's learning and development and well-being.

**6. The right to withdraw consent at any time, where relevant:**

You have the right to withdraw your consent where the information Little Foxes holds is based on your consent, such as in the use of photographs. As Little Foxes is legally required to hold some essential information on a child in order to care for your child, if you withdrew consent to my holding all information about your child, the nursery contract would have to be terminated.

**7. Your rights as the data subject:**

You have the right to request access to your data and where data is found to be inaccurate, to have that data corrected. In certain circumstances you have the right to; have the data held about you or your child erased, have the use of it restricted, object to processing, or have your data transferred to another data controller.

If you change any contact details, such as your mobile phone or your work phone number, please let Little Foxes know. Likewise, please inform Little Foxes if an emergency contact should change their contact details.

**8. Access to your information:**

Little Foxes will keep you updated and informed of your child's progress and share observation and assessments with you in keeping with the expectation of parent partnership which is described in the EYFS. You can ask to see what information we hold about you and have access to it. There are specific exemptions under which personal information may be withheld, for example if disclosure could cause harm to a child or another individual. You can make a 'subject access request' by contacting Little Foxes in writing.

**9. The right to lodge a complaint with a supervisory authority:**

You have the right to object to the processing of your information and to have any inaccurate information corrected. You also have a right of complaint to the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk) if you think Little Foxes have dealt with your information in an inappropriate manner.

Parents/Carers' signatures \_\_\_\_\_

Date of reviewing the Privacy Notice: 30/03/2022