

Privacy Policy for Children & Families

At Rum Tum Tugger's nursery, we are committed to ensuring that staff, children, families and visitors confidential details remain private and that no third parties have access to them unless the law allows them to do so. Please note, some of the information below will be shared internally or on a need to know basis. This policy is based around new GDPR introduced in May 2018.

What information do we keep on file for children and families?

We keep children's full names, address, parent and emergency contact telephone numbers, parent email addresses and Doctors details on file in the event of an emergency so that we can contact parents or emergency contacts. In the event of calling emergency services, we may need to pass this information on to the call operator/ paramedics.

Other information such as medical and allergy information are also kept on site so that we can cater for children individual needs and medical care needs. As previously mentioned, this information is likely to be passed onto the call operator/ paramedics

Children's development is tracked and recorded on site, this allows us to plan for each child and gauge their progress with us throughout their time at nursery. This information will not be passed on to outside professionals such as Health Visitors/ Teachers without prior parental consent. Should a child have reports from outside agencies such as an Area SENCO, Occupational Health, Physiotherapists' etc, these will also kept on file.

Accidents and Incidents from home and our setting, Safeguarding concerns and other general observations are also kept on site. This is to enable us to keep a log of the accidents and incidents that occur and in line with our Child Protection and Safeguarding Procedures.

To share confidential reports and sensitive information would only occur with prior parental permission. All information is private and confidential and no third party has access to them unless the law allows them to do so. Information will only be made available to people who have the right to do so.

Past children's files are kept 7 years after the child has left nursery. In the event that a child has Safeguarding concerns, SEND, involvement with outside agencies or has

been involved in a major accident/ incident at nursery or home, the file will be kept in a locked filing cabinet until the child has reached the age of 24 years old.

How do we obtain this information?

Child and family information is obtained verbally, written, meeting minutes and electronically.

Parental Information

Your information will be treated in the strictest confidence however, for the purpose of 2 / 3 year old funding and EYPP purposes, parents/ carers National Insurance numbers will also be kept on site and our Local Authority will also have access to these. Essex County Council have their own Privacy Policy.

In the event when nursery fees are unpaid, your details will be passed onto our Debt Collection Agencies, P&G Debt Collection Services and Daniel Silverman. These agencies have their own Privacy Policy.

Should we have concerns regarding your child's safety and welfare, your name and contact information will be passed onto the relevant outside agencies.

Saved documents on the office PC and emails are all password protected.

Storage

All children's enrolment forms are stored on site in a locked filing cabinet.

Children's emergency contacts details are stored in the office (these are available for all staff) to access in the event of an emergency. Parent telephone numbers are also saved onto a nursery mobile to use in an emergency. These are deleted off the phone once the child has left the nursery.

Grab bag cards only contain the child's name and parent/ emergency contact details. These are stored safely in the rooms in the event of an evacuation

Accident and Incident forms are stored safely in the nursery rooms to be available in the event of an emergency.

We use Shred Station to dispose of confidential waste. These documents will be taken off site to be shredded. Shred Station have their own Privacy Policy.

Other important information

Parents have the right to withdraw consent for data to be held on file and have the right to make a complaint to the ICO. Telephone number 03031231113

Jil Pascale and Laura Boulwood-Dunn are the settings Compliance Officers.

Rum Tum Tugger's nursery will send out 3 monthly emails to parents to remind them to update us of any contact details.