



# AUTUMN COTTAGE CHILDCARE

# PRIVACY POLICY

*Issued: Feb 2023*

*Next Review: Feb 2026*

## ABOUT THIS POLICY

Autumn Cottage Childcare (AC) is a data controller and processor under the General Data Protection Regulations 2018. This Privacy Policy details:

- What child & parent/carer personal information is collected and processed
- Why this is collected and how it is used
- Why AC can do this
- Why and with whom it is shared
- How it is stored and retained
- How to access personal data held

The management of child images is contained within the Child Safeguarding and Protection Policy.

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## WHAT INFORMATION AC COLLECTS AND PROCESS

AC collect and process the following categories of information for children and parents/carers:

- **Personal and Characteristic Data** - Unique child & parent/carer information - name, address, ethnicity, etc.
- **Parental/Carer Information** – Emergency contact numbers, persons authorised to collect from AC, payment details, permission slips, etc.
- **Learning/Development**– Managing child(ren)’s activities – work records, assessments, SEN records, etc.
- **Welfare** – Ensuring children’s welfare – medical/allergies, incidents, general health & safety, etc.
- **Management** – Managing children – general records, attendance, etc.

### Why AC collects and uses this information

AC collects and uses child & parent/carer information to undertake its legitimate interests:

- Provide a child with a learning and developmental experience
- Monitor and report on their progress
- Provide appropriate welfare and pastoral care
- Efficiently manage operations and security
- Comply with the law regarding reporting and data sharing.



## WHY AC CAN DO THIS

### Statutory obligations

AC collects and shares personal information about parent/carer and child(ren) under its obligations within Statutory Framework for the Early Years Foundation Stage: DfE Sept 2021

AC may also use a child(ren)'s information to comply with other legal obligations, for example to report to Children's Services or other agencies such as the Police – See Safeguarding and Child Protection Policy.

### Legitimate Interests

AC collects and processes personal information about a child to manage and deliver its legitimate interests. It also may be used in the Vital Interests of a child, for example, to prevent serious harm or the provision of emergency services.

## HOW AC STORES AND RETAINS THE INFORMATION

AC stores personal information in electronic and hard copy forms.

### Storage & Security – electronic

- AC use one specific IT application for all data storage and processing – **EY Works**.
- All data is kept 'in the cloud' on remote servers which may or may not be in the UK.
- For information on EY Works visit: <https://www.eyworks.co.uk/wp-content/uploads/2024/02/eyworks-Privacy-Policy>
- EY Works allows parent/carer access to their child's records, but no others.

*Note: EY Works is the new storage system, adopted in 2024. References to the previous system, 'Babysdays', in other AC documents will be updated as they come up for review.*

### Storage & Security – Hard copy

Active hard copy records are held in lockable cabinets or other secure containers when not in use.

### Retention & Archiving

AC records and retains information in accordance with current Government statutory and recommended requirements. Details are contained within the AC 'Record Keeping and Retention Periods' document.

## WHY AND WITH WHOM AC SHARES INFORMATION

AC only shares parent/carer or child(ren)'s information with other people and organisations with good reason to do so and with consent (see below) unless the law requires it, including:

- Parent/carer - Child(ren)'s academic and behaviour records etc.
- Staff – allergies or other unique child needs
- Other Care providers – see below
- Future places of education – references, performance and behaviour etc.
- Advisors to assist AC – only if relevant to their work.
- Trip and off-site activity organisers.



- Police/Social Services/Ofsted e.g. if a child is injured, concerns that a child is being abused, or not sharing it could be worse than the outcome of having shared it.

### **Consent And Information Sharing to Safeguard and Promote the Welfare of Children**

Parents/Carers consent to the recording, storage, processing and stated sharing of their child(ren)'s information when entering AC.

There may be occasions where sharing of information with other bodies is required, in particular:

- Where it is considered beneficial to the child's learning and development
- Where there is concern over the child's welfare.

In general, Parent/Carer permission will be sought detailing:

- why information will be shared
- what will be shared
- who will see information
- associated implications.

Consent can be withdrawn at any time.

However, where there are concerns over a child's welfare, this consent may not be sought or the refusal to give consent overridden. Any such decision would be taken by AC senior practitioners within current guidelines, namely:

- Where there is evidence or reasonable cause to believe that the child is suffering, or is at risk of suffering, significant harm.
- To prevent significant harm arising to children and young people or serious harm to adults, including the prevention, detection and prosecution of serious crime.

### **Separated/Single parents and Looked After Children**

- Consent to share need only be sought from one parent. Where parents are separated, this would normally be the parent with whom the child resides.
- In the case of a Looked After child, AC may also consult the Local Authority, as 'corporate parent' before information is shared.

### **Between Care Providers**

Sharing information with other Childcare Providers allows AC to provide continuity of care to a child and fully support their current stage of learning and development. A procedure is followed:

- Parents are asked to give permission, both written and verbally with any other childcare provider on entry to AC
- The assigned Key Person completes a Sharing Information Form and will contact the other setting to discuss the child's progress.

### **Respect For Staff**

Parents/carers may discover personal information about staff members during their working relationship. In the same way that AC respects and controls the personal



information given to them, AC expects parents/carers to show similar respect. They should not pass on such information to other parties.

## **REQUESTING ACCESS TO PERSONAL DATA**

All personal information held by AC is accessible to parents on the EY Works system. However, under GDPR, parents/carers and children have the formal right to request access this or any other their personal information held by AC. To make such a request, contact the Manager.

The GDPR also gives the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of GDPR requirements.

If you have a concern about the way AC collects or uses personal data, please raise it with AC first. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.