



## Ladybirds Day Nursery: Privacy Notice

Here at Ladybirds Day Nursery we take your privacy seriously and will only use your personal information to manage your account and provide tailored care to your child.

From time to time we will need to contact you, via phone, email and if you contact us first then through our Facebook page to provide you with nursery updates, your child's learning journey, share relevant news, for emergency cases and send your childcare invoice.

We will input your data into 2 systems:

-Connect Childcare which helps us manage our nursery smoothly, it is used to book in your nursery sessions, funding, invoices, emergency contact details (It is the parent/carers responsibility to ensure all emergency contacts are made aware that we will hold their information), any medical or health details on your child which are all needed to ensure your child's safety is maintained at all times. Your data is held in secure data centres and can only be accessed by authorised personnel.

-Tapestry Early Years Learning Journeys which is the tool we use to legally keep a log of your child's learning and development to provide an individual based learning environment. Your data is held in secure data centres, until your child leaves and then we will give this data over to parents. Tapestry can be accessed by authorised staff members, other settings where your child attends more than one setting, and any parents or relatives that you have given us details of to link to your child's account. Images of your child may also be visible to other parents and carers if they are in the background or doing activities together, unless you have stated on your registration form that they cannot.

Photo's and videos of children are used around the building to enhance their learning environment as well as on our Facebook page and website for promotional and information reasons, these are displayed and shared freely unless you have stated on your registration form that you do not give consent for this.

Personal information will not be shared with any third parties, the exceptions to this are:

-to discuss information with outside professionals for support with additional needs, in this case a staff member will discuss this with you and ask you to sign a form of consent to do this.

-to send on reports about your child's learning and development to your child's health visitor after a 2 year review, your child's school or to another setting should they leave before they are due to go to school for any reason. You will be notified of this and required to sign to say you give consent for it to be shared. Where your child attends another setting

as well as Ladybirds we will also keep in contact with them about your child's development once you have given us permission to do so.

-where there are safeguarding concerns. In most cases of safeguarding we will talk to the parents to inform them that we have concerns and have passed them on to the relevant agency, this information will be sent securely. In cases where we believe that a child may become more at risk from us disclosing this with their parent or carer will we not inform you and the decision to inform you will be left to the relevant safeguarding agency.

We will also have your information held in paper forms around the building, any personal data will be stored safely and securely, other forms of data such as children's initials for planning, allergies or intolerances, registers, daily charts and other daily records will only be kept in the public areas of the building whilst they are necessary otherwise they will be put into secure storage. Any sensitive information stored in the room will not be within direct view but will still be available for staff to access when they need it.

Some information held needs to be kept for a certain amount of time for legal requirements, these will be stored securely until the date required, they will then be safely destroyed.

Ticking this box confirms you have read and understood the above statement and gives us consent to contact you regarding relevant matters.

Parent/Carer Name: .....

Parent/Carer Signature:.....