

Putnoe Woods
Preschool



Wentworth Drive
Bedford
MK41 8QA
01234 267832

office@putnoewoodspreschool.co.uk

Data Protection & Privacy Policy

Putnoe Woods Preschool takes the issue of safeguarding personal information very seriously. We hold and use your personal information for the business of the preschool in line with our registration under the Data Protection Act. The Preschool Business Manager is the named Lead for Data Protection reporting to the Chair of Trustees.

We make reasonable efforts to maintain up to date and accurate personal information about individuals, but please inform us of any changes in your personal information related to your use of the website, Facebook, connect, text services and childcare services.

Information collected by the preschool (PWP) will be used by us only and not passed to third parties, except where the product or service is delivered by a third party on our behalf, unless you have given consent or we are obliged by law to do so. We will only keep your information for as long as necessary.

Putnoe Woods Preschool will collect personal information from both potential and users of the preschool from the Registration Forms completed by parents plus staff both potential and existing. We may use these details to contact you about our products and services.

The type of information we may collect and process are:

- Information provided voluntarily by you.
- Information that you provide when you communicate with us by any means.

Use of cookies

We do not use or store information provided by cookies when you use our website to contact us.

Use of the Putnoe Woods Preschool's website

Within our website, we link to other useful organisations' websites that may be of use to you; however, we do not endorse the information on these websites and are not responsible for the websites' content. PWP cannot be held responsible for the privacy of data collected by these sites. You should review their privacy policy before sending them any personal data.

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We make every effort to ensure that viruses, malware and other malicious software is excluded from our website, however we advise that you take appropriate precautions to protect your device. PWP cannot be held responsible for any consequential damage from malicious software or any other use of our website, products or services.

Sharing Information

The Registration Form will ask parents to explicitly agree to sharing of information and consent to be contacted by the preschool. All contact information will be provided by parents/ carers will not be used to cold call prospective parents, but at times contact existing parents to advise them of new initiative/news about their child. Parents/carers will be asked to read and sign a Sharing and Storage Information Agreement when their child begins at the preschool. The New Starter Handbook will also contain information regarding our Privacy Policy. The Privacy Notice provided by Bedford Borough will be displayed for all parents when signing their termly funding forms.

Information supplied by staff related to their application and employment will only be used for the stated purpose of employment. Privacy notices will be provided to applicants. Only personal data supplied by staff will be used for internal systems such as payroll and Citation H & S and HR provisions. This will only be accessed by the administration staff and the preschool manager.

iconnect / Parentzone - parents will be sent an invitation from the preschool to join the service, but they will need to opt in to gain access to their child's information. This initial invitation is covered by the consent given on the Registration Form.

User of Third-Party Suppliers

All current suppliers must provide evidence that any shared/stored information complies with current legislation. This should be checked with any new suppliers before engaging service/products.

Connect childcare have their own GDPR information which can be provided upon request

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Storage of Information

Children and Family Information

All information gained from Enquiry and Registration Forms will be entered into the Connect Childcare System by the preschool Administration Team. This will be verified at settling in visits to confirm accuracy by the Keyperson. Once settling in visits are completed, all hard copies will be returned to the Office. Enquiry forms will be shredded once the child starts. Hard copies of Registration Form, evidence of birthdate, Contract, Consent to Share, Chronologies and Parental Responsibility Forms will be stored in locked cabinets. Access is listed in Appendix 1. Parents will be asked to check the details annually to ensure accuracy. Correspondence will be held electronically with access restricted to the Admin Team, Preschool Deputy Manager and Manager.

If a child does not start preschool after details have been received, all personal information will be shredded on notification.

Keypersons will access the children's records only through the iconnect system. This can only be completed on site on preschool equipment. Two safeguarding officers have assigned to iconnect which means both have to give permission by from of a code if a member of staff tries to log on at home outside of their working hours. No screens should be left active when away from a workstation. Each keyperson has password protected access.

Children's registration forms, chronologies and accident reports will be kept for 24 years.

Safeguarding information will be kept until the child turns 26. These will be scanned and copied onto an encrypted external hard drive, stored in a locked office filing cabinet. All other information will be shredded within 1 month of leaving. All information more than 2 years old will be held on a secure encrypted hard drive.

Staff Information

All personnel records are maintained by the Preschool Administration Team in conjunction with the Preschool Manager. Staff will be asked annually to check the accuracy of the information held. Only current personal information and training awards are kept. Performance reviews are kept for the length of service. Personnel records are also kept on secure websites for training, development, DBS and payroll purposes. These are only available to the individual, the Preschool Managers and Administration Team. Personnel records will be kept for 5 years after termination of employment,

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HMRC records for 3 years from date of publishing. All unsuccessful applications are destroyed after 6 months of application - unless the applicant has expressly stated they wish to remain on our records.

Photography in Preschool

Parents/carers expressly consent (or withdraw consent) for all photography in the preschool on registration forms. Permission is sought for photography used for the purpose of observations, assessments, learning journals and 'moments' on individual child records and marketing purposes. When using external professional photographers for annual 'school photo's, the preschool will inform parents the week before the session takes place advising that they may withdraw from the photo session if they wish.

No individual's images will be used on the preschool website or Facebook.

Parentzone & iconnect - images and videos are frequently taken on tablets and cameras in preschool and uploaded onto our iconnect online system. iconnect and parentzone is run and supported by Connect Childcare. These images will be shared with Connect Childcare, who hold the images for the preschool, preschool staff and other users of Parentzone (parents) if their own child appears in a picture / video together with multiple children.

Whilst effort is made to reduce this occurrence, images on a child's individual record on parentzone / iconnect may well show images of multiple children in the background which can be seen by other parents of Putnoe woods preschool who are also registered with parentzone. Parents / carers give consent to this on the child registration form.

These images can be passed to Connect by the parents for photo products to be produced. These images are used purely for making a photo product for those who are able to access the details via parentzone of a child who appears in an image. Images are only used for this purpose and is limited to those who have access to the image.

Images from parentzone must not be uploaded onto any social media sites by parents who have access, if they contain multiple children unless express permission sort. This must be signed on the parent contract.

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Reporting a Breach in Procedures

Anyone detecting a breach in policy or procedures must report this directly to their Line Manager who will investigate immediately, rectify the error/breach and report on to the Lead Data Controller of the Preschool. Any breach of policy may lead to disciplinary action - if a parent; this could lead to their child's place being withdrawn.

Working from Home

Only staff with the expressed permission of the Preschool Managers can access personal data whilst working at home. The information can only be accessed using electronic equipment supplied by the Preschool. All information is access via password protected websites.

Access to Records

In accordance with the Data Protection Act individuals have the right to access any information held relating to them. Please note we reserve the right to charge a fee of £10 to cover costs incurred by us in providing the information if the request is considered excessive, if not it will be free of charge. Information must be provided within 40 days of the request. No charge will be levied for annual check- ups. All requests must be made in writing - email is acceptable addressed to the Business and Finance Manager.

Computing Equipment

The management team, administration and send officer work on laptops provided by the preschool. 5 brand new laptops were supplied by Conquest Wildman in May 2019.

The laptops are

- fully encrypted and operate with windows 10.
- loaded with full antivirus software 'EST Endpoint'. This will be maintained and invoiced annually by Conquest Wildman.
- We use Microsoft office 365 which is invoiced monthly by Conquest Wildman at the discounted 'not for profit rate'.

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- We have secure cloud storage for our documents which can be accessed by all the users which allows for more effective working within the team and provides greater resilience in terms of data backups. The Preschool Manager and Business manager have a restricted file each which other users cannot access.
- We have email domains for the office, the preschool manager, deputy manager, business manager and send officer. The Preschool Manager and Business manager have their own private email domains that can only be viewed by each other, but they have access to all other email traffic.
- Conquest Wildman will provide IT support at any point if needed at a chargeable rate if it is not something that can be solved immediately.

We have 4 other preschool laptops which have been wiped and loaded with windows 10. No data will be stored on any of these laptops. This will be used all staff for the purpose of:

- report writing (no reports will be stored on these laptops)
- Citation health and safety training
- Iconnect work (web-based and password protected)
- Other training
- Tesco food ordering

We have two encrypted external hard drives which store information of our leavers. The information cannot be accessed from these drives without the 'key' which is stored on the business Managers secure desktop and requires a password to access.

Data Protection Impact Assessments

When initiating new projects involving new technologies or high levels of processing/ assessing personal data the preschool will undertake to carry out the appropriate DPIA. This information will be prepared by the DPO and stored with the project files.

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Policy Holder	Business and Finance Manager 30.4.2018	Trustee sign off
Date of review	Review content	
20.02.2019	Computing equipment, storage, email	
21.06.2019	Iconnect safeguarding officer, Computing equipment, storage	
25.11.2019	New email address added NA	
2.12.2019	Added iconnect photo updates LW	N. Foster