



Over Puddleducks Pre-school
Over Community Centre
Drings Close
Over
Cambridge
CB24 5NZ
Tel: 0786 6096825
Registered Charity No: 1027556

How we use your personal information

Childs name.....

The General Data Protection Regulation – Please complete and return to Puddleducks

This statement explains how **Puddleducks** (“we” and “our”) handles and uses information we collect about you and your child (“you” and “your”). In broad terms, we use your information to allow your child to attend **Puddleducks** and access the Early Years Foundation Stage.

The controller for your personal information is **Puddleducks**. The person responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the Pre-school Manager who can be contacted at the above address.

The legal basis for processing your personal information is that it is necessary in order for your child to attend **Puddleducks** and to ensure that we meet the statutory requirements of the Early Years Foundation Stage. We will retain your information for the periods stated below unless or until you request us to do otherwise.

We collect and process your personal information for the following purposes:

Your child attending Puddleducks

In order for your child to attend **Puddleducks** we will hold your name, address, email address, phone number and other relevant contact details you provide to us, and will use this information to get in contact with you when necessary (for example when your child becomes ill (setting name)). This information is in paper form and will be stored in a locked filing cabinet. We will also require a photocopy of your child’s passport and/or birth certificate. We retain all this information until your child leaves **Puddleducks** and then this information will be shredded. Without your permission to retain this information your child cannot attend.

I give permission for (setting name) to retain this data

Signed.....Name.....

Relationship to child.....

Developmental records and special educational needs records to track children's development

To meet the statutory guidance for the Early Years Foundation Stage we will keep developmental records of your child which will be shared with Cambridgeshire County Council through a password secure portal. If your child has special education needs or disabilities any data collected on your child will also be shared with the county council in order for us to give your child the best learning experiences available. This information will be stored in paper form in a locked filing cabinet and also on a computer that is password protected.

I give permission for (setting name) to retain this data

Signed.....Name.....

Relationship to child.....

Learning Journals

Day to day learning journals are used to record your child's day to day progress on Tapestry Online Learning Journals. These are accessed by staff at **Puddleducks** through a password protected link to tapestry. You can access these by computer using your chosen password. We will give you a copy of your child's journey on memory stick and their record will be deleted from Tapestry when they leave **Puddleducks**

I do / do not give permission for Puddleducks to retain this data on Tapestry (please delete as appropriate)

Signed.....Name.....

Relationship to child.....

Safeguarding information to ensure the care and safety of every child attending Puddleducks

Any concerns that we have about any child (where we feel that a child may be at risk of harm) through neglect, emotional, sexual and physical abuse) will be recorded in paper form and kept in a locked filing cabinet. This information will be shared with the primary school that your child moves on to when they finish at **Puddleducks**. If your child moves to another early years setting then this will also be shared with them. In some case we may need to share the concerns with Social Care at Cambridgeshire County Council. This information will be kept in paper form in a locked filing cabinet until your child reaches 21 when it will then be destroyed by shredding and deletion. Without your permission to record and retain this data your child cannot attend **Puddleducks** .

I give permission for Puddleducks to retain this data

Signed.....Name.....

Relationship to child.....

Parents National Insurance number

Cambridgeshire County Council requests that parents include their national insurance numbers on all funding forms to see if your child is entitled to Early Years Pupil Premium. This is a sum of money that can be used to buy resources specifically for your child to support their learning (please note that these resources remain the

property of **Puddleducks** when your child leaves). Your NI number will be uploaded to the County Council via a password protected online database and stored at **Puddleducks** in paper form in a locked filing cabinet and will be permanently deleted when you child leaves **Puddleducks**
I do / do not give permission for Puddleducks to retain this data

Signed.....Name.....

Relationship to child.....

Other data collected by Puddleducks

Legally we have to keep records of any accident, injury or incident (no matter how minor) that occurs when your child is at **Puddleducks**. These records are shared with you on the day the injury occurred. They are in paper form in a locked filing cabinet and will be kept at **Puddleducks** until your child reaches 21 years of age and it will then be shredded.

Your child will be recorded on a register every time they attend **Puddleducks** in order for us to keep an accurate record of their attendance. These records are kept in paper form in a locked filing cabinet and on a password protected computer until your child reaches 21 years of age and then will be destroyed. They may be shared with the Health and Safety Executive if required.

Records of any prescription medication given to your child (as directed by a doctor) whilst your child is at **Puddleducks** will be recorded in paper form and will be stored in a locked filing cabinet until your child reaches 21 years of age when it will be destroyed

I do / do not give permission for Puddleducks to retain this data

Signed.....Name.....

Relationship to child.....

We do share information with primary schools, OFSTED, Cambridgeshire County Council and the Health and Safety Executive (where appropriate and as laid out in the paragraphs above). We do not share data to any other third parties. If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the email address given above.

You have the right: to ask us for access to, rectification or erasure of your information; to restrict processing (pending correction or deletion); to object to communications and to ask for the transfer of your information electronically to a third party (data portability). Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

You retain the right at all times to lodge a complaint about our management of your personal information with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Last updated: April 2018

Data collection controller's name – Mandy Butt