

Privacy Notice



To provide a professional daycare service and meet s Rookies Daycare will collect and record information about children and their families.

Rookies Daycare is registered with the Care Inspectorate (CI), Scottish Social Services Council (SSSC) and Information Commissioners Office (ICO).

CI Registration Number: CS2019373135

SSSC Registration Number: 4033520

ICO Registration Number: ZA431300

This privacy notice informs you about:

- What information is collected about your child and you as a parent/carer.
- The methods used to collect and securely store this information.
- What the information is used for.
- Whom information is shared with and why.
- The methods used to share information.
- How to request access to any data held about you and your child.

The type of information that may be collected, held and shared includes:

- Personal Information (such as names, dates of birth, family composition, contact information and emergency contact details)
- Sensitive Information (such as health/medical information, additional support needs and details of any other services involved)
- Characteristics and Preferences (such as ethnicity, religious/cultural preferences, nationality, language, dietary requirements, likes and dislikes, daily routine information)
- Attendance Information (such as sessions attended, absences and reasons for absence/non-attendance)
- Learning and Development information (such as observations, development progress and achievements, activity participation)

Information may be used for the following purposes:

- To ensure the wellbeing of all children and meet individual care needs
- To meet statutory obligations as a childcare provider
- To respect family beliefs and where possible, tailor care to support existing routines, lifestyle choices and preferences
- To monitor and report on children's learning and development progress
- To access additional support services where applicable
- To access financial support or funding for eligible families
- To comply with the law with regards to data sharing
- To regularly assess the quality of my care service

Collecting Information

Whilst most of the information collected is mandatory, for Rookies Daycare to meet the statutory requirements of a registered childcare provider (for example from The Care Inspectorate and the Health and Social Care Standards), some of it may be provided on a voluntary basis. In order to comply with the General

Data Protection Regulation, Rookies Daycare will inform you whether you are required to provide certain information or if you have a choice in this. In all circumstances, any information requested is always for the purposes of delivering high quality care and improving outcomes for your child.

Data Collection and Storage Methods

The following methods are used to collect information and ensure it is stored securely:

- Paper forms, printed records and photocopies - Stored in locked filing cabinet
- Electronic forms, emails, photographs, videos - Stored on business computer with both password and virus protection.
- Rookies Daycare premises is secured with an intruder alarm.

Retention Period - How long is data stored for?

Information that had been collected about children and their families will be retained until it is no longer required as evidence for the Care Inspectorate/HMRC or for insurance purposes. In most circumstances this will be no longer than 3 years after the child has left the setting, however, to comply with insurance requirements, any information relating to safeguarding and welfare must be retained until a child is 21 years and 3 months old. When a child moves on from the service, normal procedures will include providing families with any additional material, for example photographs and artwork. With permission from parents, any learning and development information can be forwarded on to the child's future care setting/school/ nursery to help support transition.

Any information that is not passed on to parents or forwarded to a future setting and is no longer required will be destroyed. Paper documents will be shredded, and any digital information will be securely deleted.

Sharing Information with parents and carers

Information will be shared with parents (and any other named individuals) via the following methods:

- Verbally - Face to face discussions or via Telephone
- In writing/paper form - Letters, Forms, Contact Diaries, Learning Journals, Progress Reports
- Digitally - Emails, Text Messages, Learning Journals, Private Facebook Page

If there are any methods of communication you would prefer not to be used, please discuss this with management.

Sharing Information with others

Any information received, either verbally or in writing, regarding your child or your family will be treated as private and confidential, however certain situations may require information to be shared with others. These situations include:

- As evidence to The Care Inspectorate on request or inspection.
- For management and staff to work effectively and ensure continuity of care.
- To seek advice from other professionals for example to assist with additional support or medical needs.
- To support transition when a child is moving onto a new setting or to support wellbeing and development where there is to be a shared care arrangement.

Where information about your child is to be shared with others, permission will

be requested, and a parent/carer will be asked to sign a Data Sharing Agreement to ensure that you understand fully who information is being shared with and the reasons for this. Only in exceptional circumstances, for example in an emergency or where there are safeguarding concerns, will information be shared without consent in order to inform the emergency services, alert the local safeguarding team or notify the police.

Displaying and Publishing Information

In order to share children's experiences and achievements with families, it is good practise to display photographs of children taking part in activities with examples of their artwork and achievements in the setting. This may also include photographs and news about individuals in newsletters, private Facebook page or information/welcome booklets which may be viewed by existing, previous and prospective families. Parental consent will be sought for this and wishes will be requested if you would prefer any images or material specifically relating to your child not to be included.

Requesting Access To Data

Under GDPR legislation, you have the right to request access to information that is held about you and your child. To make a request for personal information, or if you would like access to your child's records and learning and development information, please do not hesitate to ask management or contact management via email to make a request.

You also have 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 the Data Protection regulations

If you have a concern about the way information is collected or used, please raise your concern with management in the first instance so that we can work with you to resolve the situation. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Changes to Privacy Notice

This privacy notice will be reviewed regularly and updated as necessary to reflect any changes to data collection or processing methods.