

EYFS Data Protection Policy

Rationale

In line with the School's Mission Statement we aim to help students develop their gifts and talents: spiritual and social; intellectual and emotional; aesthetic and physical through the provision of a broad and balanced curriculum, which is responsive to, and supportive of, their needs and aspirations, fosters intellectual curiosity and academic achievement, and motivates them to grow to their full potential. Our Mission Statement is distilled into our Vision Statement, and our aim is to develop our children, pupils and students so that they have "Strength of Mind, Strength of Values, Strength of Purpose".

Introduction

The Nursery follows the Whole School Data Protection Policy, whereby the Trustees of Ratcliffe College acknowledge their overall responsibility for ensuring that:

Personal information relating to current and former pupils, parents and staff is processed in accordance with Education Regulations and all other statutory provisions, including the requirements of the Data Protection Act 1998 and subsequent legislation. This will incorporate the requirements of the General Data Protection Regulations (GDPR) implemented in May 2018.

All members of staff involved with the collection, processing and disclosure of personal data are aware of their duties and responsibilities. Any enquiry relating to Data Protection should be addressed in writing to the Director of Finance, who is Ratcliffe College's Data Protection Controller (DPC).

Data Collection Purposes

In order to operate, Ratcliffe Nursery needs to collect specific personal data from parents, before their children begin Nursery. This is collected by the Administration Team and passed onto the Head of EYFS. This will include:

- Contact details including emergency phone numbers
- Medical information
- Previous Nursery reports
- Reports from other professionals working with your child

Whilst a child is in Nursery, further information will be gathered. This will include:

- Records of a child's progress
- Photographs and videos of children's learning
- Observations of children taking part in Nursery based activities onsite or on an educational visit outside of school
- Assessments
- Personal online learning journey for every child held on Tapestry
- An Early Years Foundation Stage Profile (EYFSP) at the end of the Swans (Reception) Year.

We use all of this personal data for the specified lawful purposes:

- To comply with statutory duties and obligations related to education and administration, including information that is required by the Statutory Framework for the Early Years Foundation Stage;
- To secure and maintain the pupils' health, safety and welfare and to provide appropriate pastoral and medical care;
- To provide parents/those with parental responsibility with information in relation to pupil progress, achievements, attendance and other school-related matters;
- In respect of administrative and financial matters,
- To assess how Nursery is performing.

When any personal data is collected, parents are always informed of how the data is being used, who it is being shared with and how long it will be kept. On no occasion is consent for processing data, assumed. Parent's will always have the option to freely give or not give consent.

Moving schools

Where a child moves school during their time at the Nursery, Ratcliffe College Nursery will send their assessment of the child's development against the early learning goals to the new school, within 15 days of a request being made.

Confidentiality

All personal data gathered above will be kept securely and will only be accessible to those who have a right or professional duty to see them. All staff working in the Administration Team and the Nursery understand the need to protect the privacy of the children. Parents/carers have access to all records about their child, providing there is no relevant exemption, as governed by the DPA. Please see below for further details.

Exemptions

Certain data is exempted from the provisions of the Data Protection Act which includes the following:-

- The prevention or detection of crime;
- The assessment of any tax or duty;
- Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon the School.
- The above are examples only of some of the exemptions under the Act. Any further information on exemptions should be sought from the DPC.

Careful consideration would be taken, to ensure that the disclosure of certain information about a child, would not cause harm to the child or any other individual.

Accuracy

Nursery will endeavour to ensure that all personal data is accurate and kept up to date. Parent's must notify Nursery with regards to any changes of circumstance that would make the personal information that the school currently holds, inaccurate. Personal data will not be kept for any longer than it is needed.

Breach

Ratcliffe Nursery is obligated to notify the [Information Commissioner's Office](#) (ICO) of a data breach within 72 hours of becoming aware of a personal information breach.

EYFS Profile

This profile assesses a child's development at the end of the Reception year against the early learning goals and whether the child is reaching emerging, expected or exceeding levels of development.

The EYFSP, alongside the child's ability in relation to the three characteristics of learning, is shared with Year 1 teachers, and the Deputy and Head of the PS. It is also shared with parents/carers.

Ratcliffe Nursery also has a duty to report EYFSP results to local authorities, upon request. Local authorities are under a duty to return this data to relevant Government Department.

Tapestry

Tapestry is a GDPR compliant company. Tapestry is the 'Data Collection Processor', and Ratcliffe Nursery is the 'Data Controller'. The following denotes how Tapestry is being used and how it complies with GDPR and the DPA.

- Nursery uses Tapestry to record observations, comments, photos and videos to show progress across the Early Years Foundation Stage.
- Parents are able to access their child's Learning Journey (LJ) from a computer via <https://tapestryjournal.com> or by using the 'Tapestry' App on mobile devices.
- Parents will only be able to access this by using the log in details that will be given on receipt of a signed user agreement. This will only give parents access to their own child's LJ.
- Other family members can be given access on parental/carer request.
- All Nursery staff will be able to access any child's LJ as they will be responsible for managing the LJ. They have their own unique login details.
- Only devices provided by the Nursery and onsite on Nursery will be used to access Tapestry.
- A Staff User Policy and agreement is in place.
- Photographs and videos may show a child interacting in group play or activities with peers. Where parents do not want their child to appear in anyone else's LJ, this information is disclosed on the signed user agreement.
- Group photographs and observations are for parent's own viewing and should not be shared publicly or uploaded onto any social media websites. This is in line with the 'Social Networking' and 'Mobile phone/camera' policies (both are available to view on the school website). Failing to uphold this request will result in suspending a child's online LJ.

Links to other policies:

Data Protection Policy

EYFS Acceptable Use of Cameras and Mobile Phones Policy

EYFS Confidentiality Policy

Review:

This policy was written by the Head of EYFS, August 2019.