



Policy - Privacy Notice

Title: Privacy Notice

Category: In the Setting

Review Date: 1st Aug 2019

Description:

Privacy Notice Data Protection Act 2018 and the General Data Protection Regulation (GDPR)

At Forest Tribe Friends Childminding, Melanie Marshall is data controller for the purposes for Data Protection Act. I collect personal information from you and may receive information about you from other agencies. I hold this personal data to:

- Support your child's learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess how well we are doing

Information about you I hold includes

Yours and your child's contact details including names, addresses, emergency contact details, date of birth, National Insurance number in addition your personal characteristics such as your ethnic group, any special educational needs and relevant medical information. I will also require information about parental responsibility for your child including court orders pertaining to your child, where applicable I will obtain child protection plans from social care and health care plans from health professionals.

I will not give any information about you to anyone without your consent the law and our policies allow me to. This could include your child's next setting.

I am required by law to pass some information about you about to our Local Authority (LA) and the department for education (DfE), if you want to receive a copy of the information about you please let me know.

For information on how long and how your data is stored at Forest Tribe Friends please refer to my Data Audit Document, a copy of which is available upon request.

If you need more information about how our local authority and/ or DfE collect and use your information, please visit

Local Authority website

<https://www.buckscc.gov.uk/services/council-and-democracy/open-data/data-protection/>

The DfE website

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

If you cannot use these websites, please contact them on

Buckinghamshire County Council
Walton Street
Aylesbury
HP20 1UA

Department of Education
Piccadilly Gate
Store Street
Manchester
M1 2WD

If you have any concerns about the way your data is handled and remain dissatisfied after raising your concern with me, you have the right to complain to the Information Commissioner Officer (ICO). The ICO can be contacted at Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ICO.org.co.uk