

## Personal Data Protection Policy and Privacy Notice

At FRS Kindergarten we hold information about the children in order to support their development, to monitor their progress, to provide appropriate care, and to assess how well the setting as a whole is doing.

This information includes contact details, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time Early Years Settings are required to pass on some of this data to Local Authorities (LA's), The Department for Education and Skills (DfES) and to agencies that are prescribed by law, such as Ofsted.

All personal information that is kept on the premises including photographs, contact details and medical details are kept securely. After office hours these are kept in a locked office.

The only people that have access to these details are members of staff, Ofsted during an inspection or parents or guardians. No other person will have access to the children's file without first gaining the consent of parents or guardians.

The **Local Authority** uses information about children for whom it provides services to carry out specific functions for which it is responsible. For example, the Local Authority will make an assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform various decisions. The statistics are used in such a way that individual children cannot be identified by them.

**Her Majesty's Chief Inspector for Schools** and **Ofsted** use information about the progress and performance of children to help inspectors evaluate the work of Early Years Settings, to assist them in their self-evaluation, and as part of Ofsted's assessment of the effectiveness of education initiatives and policy. Inspection reports do not identify individual children.

The **Secretary of State for Education** and the **Department for Education and Skills** use information about children and pupils for research and statistical purposes, to allocate funds, to inform, influence and improve education policy and to monitor the performance of the education and children's services as a whole. The DfES will feed back to LAs information about children for a variety of purposes that will include data checking exercises, and use in self-evaluation analyses.

## **Personal Data Protection Privacy Notice**

Last Updated 23<sup>rd</sup> May 2018

### **1. Introduction**

#### **1.1. Our Commitment**

Finchley Reform Synagogue Kindergarten (FRS Kindergarten) is committed to safeguarding the privacy of our children, parents, families and guardians, and other individuals about whom we may collect personal data.

We understand the importance of maintaining individuals' privacy, keeping personal information secure and complying with all applicable data protection laws including the General Data Protection Regulation. We collect personal data only for identified and lawful purposes. We endeavour to limit data collection to the minimum necessary for the purpose for which the personal data is collected.

#### **1.2. Personal Data - Definition**

Personal data, or personal information, is defined as '*any information relating to an identified or identifiable natural person*'.

#### **1.3. Data Controller**

Finchley Reform Synagogue (FRS) is the data controller of any personal information you provide, registered address: 101 Fallow Court Avenue, North Finchley, London, N12 0BE

FRS is registered with the Information Commissioner's Office (Registration Number: ZA292324)

If you are not satisfied with our use of your personal information, our response to any exercise of your rights, or if you believe us to be in breach of our data protection obligations, please contact our Council member with responsibility for Data Protection at [data@frsonline.org](mailto:data@frsonline.org).

You also have the right to complain to the Information Commissioner's Office <https://ico.org.uk/concerns/>.

#### **1.4. Data Protection Statement**

In this statement we explain how we handle personal data.

This statement covers personal data relating to the Kindergarten children and connected individuals. For information on how FRS handles personal data relating to members, employees and other parties please see the FRS Personal Data Protection Statement at <https://frsonline.org/>,

## **2. Personal Data held by FRS Kindergarten**

### **2.1. Data Subjects**

We collect and process personal data relating to:

- Current and former FRS Kindergarten children;
- Parents and guardians with children attending Kindergarten;
- Carers or other family members who may pick up or drop off the children;
- Individuals who enquire about FRS Kindergarten admission;
- Members of the public who have contact with FRS Kindergarten;
- Suppliers and third parties;
- Individuals captured by CCTV images;
- Complainants and enquirers; and
- Advisers and professional experts.

### **2.2. When we collect personal information**

We collect personal data in a variety of ways, including:

- as part of applying for admission to FRS Kindergarten;
- if you accept a place for your child at FRS Kindergarten;
- during the process of attendance at FRS Kindergarten; or
- if you telephone us or visit in person with a specific query.

### **2.3. Types of Personal Data**

FRS Kindergarten collects and processes the following types of personal data:

- personal details of your child;
- contact details of the family – such as name, address, email address, telephone numbers;
- personal and family details including data of birth;
- emergency contact details
- payment details;
- visual images via CCTV or photographs;
- information about the learning and development of the children;
- information contained in emails or other correspondence from you and records of telephone calls or meetings with you;
- sensitive ('Special Category') information that may include physical or mental health details.

### **2.4. Purposes of processing personal data**

We process personal information to enable us to provide kindergarten education.

The categories of processing of personal data that we undertake include:

<b>Purpose of Processing</b>	<b>Lawful Basis</b>
<ul style="list-style-type: none"> <li>• Providing education</li> </ul>	<i>Legitimate Interest</i>
<ul style="list-style-type: none"> <li>• Record keeping: administration and management</li> </ul>	<i>Legitimate Interest / Legal obligation</i>
<ul style="list-style-type: none"> <li>• Processing payments and maintaining accounts and records</li> </ul>	<i>Legal obligation</i>
<ul style="list-style-type: none"> <li>• Updating Tapestry (online learning journal) – records comprise photographs, observations and comments</li> </ul>	<i>Consent / Legitimate Interest</i>
<ul style="list-style-type: none"> <li>• Distribution of newsletters, information about FRS Kindergarten events, education and activities</li> </ul>	<i>Legitimate Interest</i>
<ul style="list-style-type: none"> <li>• Using CCTV systems for crime prevention purposes</li> </ul>	<i>Legitimate Interest</i>
<ul style="list-style-type: none"> <li>• Providing names and photographs to security guards to enable them to operate the Kindergarten security processes.</li> </ul>	<i>Legitimate Interest</i>
<ul style="list-style-type: none"> <li>• Sharing contact details of the families with children in the same class</li> </ul>	<i>Consent</i>
<ul style="list-style-type: none"> <li>• Sharing information with other professionals such as Speech and Language therapists, or with primary schools, where the need arises.</li> </ul>	<i>Consent</i>
<ul style="list-style-type: none"> <li>• Sharing information with families about Kindergarten fundraising activities</li> </ul>	<i>Consent</i>
<ul style="list-style-type: none"> <li>• Sharing information with families from recommended external organisations such as Parenting Workshops</li> </ul>	<i>Consent</i>
<ul style="list-style-type: none"> <li>• Sharing information with families about Synagogue communal activities of interest to adults and/or children</li> </ul>	<i>Legitimate Interests (FRS members) / consent (non-FRS members)</i>
<ul style="list-style-type: none"> <li>• Sharing information with families about Synagogue fundraising activities</li> </ul>	
<ul style="list-style-type: none"> <li>• Using photographs for the FRS website and magazine, FRS Kindergarten Facebook page, and sending emails containing photographs of the children in Kindergarten</li> </ul>	<i>Consent</i>

## 2.5. Data Retention

FRS Kindergarten will retain personal data in accordance with our retention schedule:

Type of data	Timescale
Children's records, including registration forms, emergency contact information and permission records, records of parent meetings, parent diaries, observations etc.	'A reasonable period of time' i.e. the greater of: <ul style="list-style-type: none"><li>• 3 years after the children have left or</li><li>• up to the next Ofsted Inspection</li></ul> Unless the child is on the SEND register, then 6 years.
Daily registers, medication records, accident book records	6 years after the children have left
Child Protection, SEND records, health care plans	Until the child reaches 24 years
DBS checks	6 months
CCTV images	3 months

## 3. Who do we share your data with

We may share personal data with organisations where we have a legal obligation to do so, such as the London Borough of Barnet, and Ofsted. In addition we may share information with organisations that process personal data in order to provide a service for us. These companies are not authorised to keep or use your personal data for any other purpose.

Organisations that we share personal data with, or that process personal data on our behalf are:

- The Disclosure and Barring Service
- London Borough of Barnet
- Ofsted
- Specialist professionals such as speech and language therapists
- Primary schools (where requested for our Kindergarten pupils)
- Securteam Limited
- Tapestry (The Foundation Stage Forum Ltd)

We will not share or disclose your personal information with any other organisations without your consent, unless required or permitted to do so by law.

### **3.1. Tapestry (The Foundation Stage Forum Ltd)**

FRS Kindergarten chooses what data to store on Tapestry and we decide what is done with it and when it is deleted. Tapestry do not have any control over your child's data.

Tapestry only accesses the data stored by FRS Kindergarten in order to carry out our instructions, to maintain or improve the service or to fix faults. Tapestry is not permitted to use our data for marketing. For more information go to <https://tapestry.info/gdpr>

## **4. Your Rights**

### **4.1. The Right to Access your personal information**

Subject to any relevant exemptions, you are entitled to see a copy of the personal information we hold about you/your child and to request details of how we use your personal information including any disclosures made. To exercise your rights to access your personal information, please contact us at [data@frsonline.org](mailto:data@frsonline.org).

### **4.2. The Right to rectification**

We take reasonable steps to ensure that the personal information we hold about you/your child is reliable and as accurate and complete as is necessary for its intended use but you are entitled to ask us to update or amend any inaccuracies in the personal information that we hold.

### **4.3. Other rights**

Under certain conditions, you may also have the right to require us to:

- stop sending you direct marketing material;
- delete any personal information that we no longer have a legal ground to rely on;
- where processing is based on consent, to withdraw your consent so that we stop that particular processing;
- object to any processing based on the legal ground of legitimate interests unless our reason for undertaking that processing outweighs any prejudice to your data protection rights;
- provide you or another provider with a copy of your personal information that you provided us with; and

- restrict how we use your personal information whilst a complaint is being investigated.

If you contact us to exercise any of these rights we will confirm your right to do so and respond where possible within 1 month. For any issues relating to how we hold and process your personal data, please contact us at [data@frsonline.org](mailto:data@frsonline.org).

## **5. Information Security**

We aim to ensure that your Personal Information is secure.

In order to prevent unauthorised access or disclosure, we have put in place appropriate physical, technical and organisational measures to safeguard and secure the personal data that we collect and process.

Please keep in mind that, however, that no internet transmission is 100% secure. Some email sent to or from our Website may not be secure. Please consider this when sending information to us by email.

### **5.1. Hard copy records**

All paper copies of children's records are kept in a locked filing cabinet in the Head teacher's office in the Kindergarten. Members of staff can have access to these files but information taken from the files about individual children is confidential and these records remain on site at all times. These records are shredded after the retention period.

Some personal information relating to the children information is located at specific points around the Kindergarten where it is needed to fulfil a particular purpose e.g. information is displayed in the kitchen about children with particular allergies, the list of carers or family members allowed to pick up children is on display for staff in the classrooms. The information at these locations is minimised, but is felt to be necessary so as to safeguard the children.

Access to all office computers and Tapestry Online Learning Journal is password protected. When a member of staff leaves FRS Kindergarten, their Tapestry account is closed and passwords are changed. Any portable data storage used to store personal data, e.g. USB memory stick, is password protected and/or stored in a locked filing cabinet.

## **6. Data Transfers**

The information you provide to us may be transferred to and stored in countries outside of the European Economic Area (EEA) e.g. through the

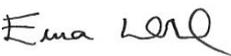
use of website servers which may be based outside of the EEA – this is generally the nature of data stored in ‘the Cloud’.

If we transfer or store your personal data outside the EEA in this way, we will take steps with the aim of ensuring that your privacy rights continue to be protected, as outlined in this privacy statement and in accordance with the General Data Protection Regulation.

## 7. Data breach

A data breach is an incident that may lead to accidental or unlawful destruction, loss, alteration, unauthorised disclosure or, or access to personal data.

In the case of a personal data breach that is likely to result in a risk to people’s rights and freedoms, FRS Kindergarten will adhere to the mandatory regulation to report it to the Information Commissioner’s Office (ICO) within 72 hours after becoming aware of the breach.

This policy was adopted by	<u>FRS Kindergarten</u>	<i>(name of provider)</i>
On	<u>26<sup>th</sup> February 2021</u>	<i>(date)</i>
Date to be reviewed	<u>25<sup>th</sup> February 2022</u>	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	<u>Emma Wohl</u>	
Role of signatory (e.g. chair, director or owner)	<u>Headteacher</u>	