



Data Protection and Information Sharing Policy

Links to Key Legislation and Key Guidance

- Children Act 1989 and 2004
- United Nations Convention on Rights of the Child 1989
- Data Protection Act 2018
- Working together to Safeguard Children DfE 2018
- Statutory Framework for the Early Years Foundation Stage DfE 2021
- Freedom of Information Act 2000

Policy Statement

Busy Bees follows guidelines set by the Information Commission Office regarding data protection for our families and employees. Busy Bees will only keep data that is needed and relevant for the child or member of staff to attend the setting. Staff will be made aware of arrangements within their contracts, but this policy details how we intend to use and store information about our children and families.

Busy Bees employees are also expected to adhere to a strict code of conduct regarding confidentiality. Information will only be shared with those who need to know. Mandatory induction training shall be given to all staff, and refresh annually.

Data Protection

Under General Data Protection Regulations our families have the following rights:

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure;

- the right to restrict processing;
- the right to data portability;
- the right to object; and
- the right not to be subject to automated decision-making including profiling.

Below highlights how we intend to use the data we hold, who we share it with and for how long we store it:

Parents have access to all information regarding their own child and are able to make changes if information is incorrect, but do not have access to others.

You the parent are able to withdraw consent if Busy Bees has no legal right to hold the data.

All confidential records are stored in a lockable file and are kept secure by the manager in the office.

What personal data we hold and process.

What personal data we hold	Why we hold it and our intentions for use	Who do we share it with	How long we keep it
Admission forms containing personal details, including parental permission	Contact details, consent to share information with other professionals, and to share with LA for nursery education funding	Parent of child, Local Authority, Busy Bees Employees, Health Visitors, GP, School and other Early Years Professionals	6 years once child has left
Learning journeys and chronologies	To monitor your child's progression and plan for their	Parent of child, Local Authority, Busy Bees Employees, Health	Learning journeys leave with the child, chronologies 6

	individual needs	Visitors, GP School and other Early Years Professionals	years once child has left
Two-year progress check and transition documents	To form part of an integrated review with the health visitor to monitor your child's progression and offer support and advice where applicable.	Parent of child, Local Authority, Busy Bees Employees, Health Visitors, GP School and other Early Years Professionals	6 years once child has left
Child protection records including referrals made for child protection or early help assessment	To ensure the safety of the child, to liaise with other professionals.	Parent of child, Local Authority, Ofsted, Police, LADO, Busy Bees Employees, Health Visitors, GP, School and other Early Years Professionals	Until the child reaches 25 years of age
Medical records	To keep a record of all medicine administered at Busy Bees	Parent of child, Local Authority, Ofsted, Busy Bees Employees, Health Visitors, GP, School and other Early Years Professionals	6 years once child has left
Referrals & SEN documents	To monitor your child's progression, liaise with other professionals and to plan for their individual needs	Parent of child, Local Authority, Ofsted, Busy Bees Employees, Health Visitors, GP, School and other Early Years Professionals	6 years once child has left
LA data for funded	To access early	LA, Ofsted	6 years once child

places, including NI numbers	years funding		has left
Photographs of images of the child including those used on website or social media	To monitor your child's progression and plan for their individual needs		Learning journeys will be sent home with the child, photos used on website up to 6 years once child has left. Social media images will always have the child's identity obscured.
Access camera	To provide safe and secure access to classroom, and to identify which family is at the door.	Data will be accessed by all staff working in real time. Manager and/or directors has access to historic images for 7 days if required.	Images are stored securely on the ring app and are automatically deleted after 7 days.
Emails & texts	To work in partnership with parents, information sharing.	Parent of child, Local Authority, Ofsted, Busy Bees Employees, Health Visitors, GP, School and other Early Years Professionals	Any relevant emails referring to the welfare or development of child shall be filed and kept for 6 years once child has left. All other emails shall be deleted regularly.
Cloud storage	Parent of child, Local	Parent of child, Local	6 years once child

	Authority, Ofsted, Busy Bees Employees, Health Visitors, GP, School and other Early Years Professionals	Authority, Ofsted, Busy Bees Employees, Health Visitors, GP, School and other Early Years Professionals	has left
Accident records	To monitor all accidents at Busy Bees to form part of our risk assessment process.	Parent of child, Local Authority, Ofsted, Busy Bees Employees, Health Visitors, GP, School and other Early Years Professionals	6 years once the child has left, unless a serious injury leading to RIDDOR involvement then we would keep this data until the child reaches 25 years of age
Complaints	To investigate all complaints and make changes where necessary	Parent of child, Local Authority, Ofsted, LADO, Police, Busy Bees Employees, Health Visitors, GP, School and other Early Years Professionals	6 years once child has left
Attendance register	To keep a daily record of children's attendance	Parent of child, Local Authority, Ofsted, Busy Bees Employees, Health Visitors, GP, School and other Early Years Professionals	Keep for 2 academic year.
Fees and payments	Record keeping of payments and hours attended	Parent of child, Local Authority, HMRC	6 years once child has left

Personal electronic devices.	We will not store any data, image or video of children on personal devices. Phones may be used for emergency calls only.	N/A	N/A
Work provided electronic devices	Any photos, videos, information about children will only be taken on company provided devices, we use these for observations, parent interactions and marketing.	Parents, staff in real time, and social media with identities obscured.	Images and videos are deleted as soon as possible but no longer than 6 years once the child has left.
Dojo	Parent partnership and interactions.	Parents and staff.	Dojo deletes all data after 12 months unless the parent chooses to pay to retain information. Busy Bees does not have access to these images after 12 months.
Printed group photos	We take a group picture once a year for historical purposes.	Staff, children and parents.	These images are displayed indefinitely as they are in a private location, public do not have access

			and they do not identify the child by name.
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Information Sharing

Sharing information about a child may be required if a child attends more than one setting or there is a health concern, such as a learning difficulty, or advice is needed from another professional. In this scenario we will always gain written consent from the parent before sharing any information about their child.

Storing Information

- learning journeys are kept in the classrooms, and the children are able to access their own.
- parents and guardians are able to take home the learning journeys, in this case the parent becomes responsible for their storage.
- All children's admission records must be kept in a lockable filing cabinet.
- Old admissions forms will be kept in a lockable filing cabinet.
- A copy of children's two-year progress checks, and chronologies (once child has left) accident and medical records will be kept with their admissions forms, in the lockable cabinet.
- Transitions documents will be kept in the office.
- All SENCO records are kept in lockable cupboard.
- All complaints will be made available for parents should they wish to see them.
- Safeguarding records will be kept in lockable filing cabinet.
- We will follow the local authority guidelines on length of time to keep records.
- Any information needing to be destroyed shall be burned or shredded.

What to do if a data breach has happened.

- If we feel there may have been a data breach we will notify the ICO within 72 hours. Once we have investigated what the breach was, we will then take action

and notify those who have been at risk of the breach, and make changes to policies, staff training etc.

- We will retrain our staff on data protection and what must be followed to keep records safe.
- If a SARs request is made we must provide all information requested within 28 days.
- We will also follow the checklist given by the ICO:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/personal-data-breaches/>

- We will keep a record of all data breaches

In the event of a safeguarding concern, then our child protection policy may override the code of conduct, data protection and information sharing policies.