

# EYFS Data Protection Policy



## **Our Mission Statement – the reason our College exists**

### **“Learning & Growing in the Light of the Gospel”**

*With Christ at the centre of our learning, we:*

- *Help young people to achieve their greatest potential*
- *Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others*
- *Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini*

## **Our Vision Statement – the long-term change resulting from our work**

### ***‘Begin Here, Go Anywhere’***

*Ratcliffe’s unique educational offering based on our College motto, “Legis Plenitudo Charitas”, Love is the fulfilment of the Law, provides a perfect context within which young people may acquire the emotional knowledge and interpersonal skills necessary to live happy and purposeful lives. The College’s inclusive Catholic ethos is complemented by the outstanding quality of our College community through which our Mission, “Learning and Growing in the Light of the Gospel”, serves to nurture resilience and develop maturity. Young people leave Ratcliffe with a strong sense of who they are and their purpose in the world, equipped socially, emotionally, morally and spiritually to go forth and make a difference to the communities in which they live and work.*

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<b>Review Date: August 2025</b>	<b>Next Review: September 2026</b>

## **Rationale and 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 General Data Protection Regulations (GDPR) implemented in May 2018 and the new Data Protection Act (DPA, 2018). The EYFS Data Protection Policy is to be read alongside the whole school Data Protection Policy, which shares specific definitions and applications.

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 and Operations, who is Ratcliffe College's Data Protection Co-ordinator.

## **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:

- Administration of any medicines, first aid or personal hygiene support
- 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
- A Progress Tracker
- An Early Years Foundation Stage Profile(EYFSP) at the end of the 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. Where distance learning occurs staff will access Tapestry through school devices at home.
- 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

Privacy Policy

Storage, Handling, Use, Retention of Information Policy

### **Review:**

This policy is reviewed annually by the Head of EYFS and the Director of Finance and Operations.