

# **GDPR, DATA PROTECTION AND ICT POLICY**

## Data Protection GDPR (May 2018)

The nursery is committed to always maintaining GDPR principles. Therefore, we will:

- \*Inform individuals why the information is being collected when it is collected.
- \*Inform individuals when their information is shared, and why and with whom it was shared.
- \*Check the quality and the accuracy of the information it holds.
- \*Ensure that information is not retained for longer than is necessary.
- \*Ensure that when obsolete information is destroyed, that it is done so appropriately and securely.
- \*Ensure that clear and robust safeguards are in place to protect personal information from loss, theft, and unauthorised disclosure, irrespective of the format in which it is recorded.
- \*Share information with others only when it is legally appropriate to do so.
- \*Set out procedures to ensure compliance with the duty to respond to requests for access to personal information.
- \*Ensure staff are aware of, trained and understand our policies and procedures.

## ICT

No data regarding staff or children is stored electronically on the premises.

Images of children taken within the nursery via digital cameras, or the tablet/iPad will only be used for educational purposes. These include assessment evidence, planning and wall displays.

The images will be uploaded directly to Tapestry here the pictures are then used as part of observations in the child's learning journey.

Once the pictures of the children have been uploaded they are then deleted responsibly.

## Tapestry

The Tapestry system is hosted on a secure, dedicated server bases in the UK. Information and images of a child will not be shared with outside agencies or other parents/carers. The only people who are able to access their online Learning Journal are members of nursery staff and the child's parents/carers.

Parents/cares and staff will have password protected access to a child's online Learning Journal.

If parents/cares are happy to take part in the scheme, they will need to sign a consent form and provide an email address to enable the nursery to register an account. Once the email address has been registered to a child's account the parents/carers will receive an email and will be asked to access the Tapestry

website to gain entry to the child's Learning Journal. For those who do not wish to have a Tapestry account, a paper based version will be made available.

The registered email address provided will allow access to Tapestry and password will be provided but it is strongly recommended it is changed to something more memorable and unique the first time Tapestry is accessed.

We do not take responsibility for recording, or have knowledge of your password so please make a note of it. If you would like to add additional email address for both parents/carers please provide an additional email address.