

Privacy Notice Policy

The General Data Protection Regulation 2018

This policy describes how we collect, use and look after the information you provide us. At Bizzy Bees we look after your details carefully and adhere to the requirements of the General Data Protection Regulation 2018 and we are registered with the Information Commissioner's Office.

Bizzy Bees collects information from you and may receive information about your child from a previous school or setting. The setting holds this personal data and uses it to:

- ensure that the early years setting receives appropriate funding;
- provide appropriate care;
- support your child's teaching and learning;
- monitor and report on your child's progress;

This information includes your child's contact details, characteristics such as ethnicity, special educational needs and any relevant medical information.

The law requires the setting to pass some information to the Local Authority and the Department for Education (DfE). The setting will not give information about your child to anyone else outside the setting without your consent. If you want to see a copy of any information held by the setting about you or your child, please contact the Lisa Burgin on the email or postal address listed at the end of this document.

As well as information about your child, the setting may also securely transfer copies of your child's transition document to their follow-on setting.

Use of Personal Information

Personal information provided to our website, emails, registration forms and phone calls will be used for the purposes set out below. By providing your contact details you are agreeing to be contacted by Bizzy Bees for the reasons listed below

- Communication about booking a childcare place
- Newsletters and up-dates
- Invoicing
- Communication in an emergency
- Processing Free Early Learning, Universal Hours and Extended Funding Entitlement – Processing personal data for this purpose will entail sharing your information with Sheffield City Council.

How your information is stored, how long it is stored for and what your personal information is used for

Using the contact form on our website

When submitting your personal details on our [contact us](#) page you are agreeing for us to contact you about the request that you have submitted. In this instance your personal details will NOT be kept once your request has been fulfilled.

Completing a registration form

When submitting your personal details by completing a booking form, contract and a registration form you are agreeing that we will store this data in order to contact you for any of the reasons listed above. These forms will be stored in two forms – a paper copy and on three office computers. Each computer has a separate password and can only be

accessed by management staff. Paper copies of registration forms are stored in a locked cabinet in your child's room. Additional personal information is stored in the main office which is locked when un-occupied. All personal information is deleted and shredded the following working day after care is no longer provided.

Completing a Grant Funding Form

When submitting your personal details by completing a grant funding form you are agreeing that we will store this data in order to claim grant funding on your behalf. This form will be stored in two forms – a paper copy and on three office computers. Each computer has a separate password and can only be accessed by management staff. Paper copies of grant funding forms are stored in the main office which is locked when un-occupied. We are required by law to pass some of your personal details to the local authority.

What the Local Authority does with data on children attending early years settings

- ensure that we receive appropriate funding, including supplementary payments for children with Special Educational Needs and Early Years Pupil Premium;
- meet funding requirements for early years places in Sheffield;
- ensure there are sufficient early years places in the Local Authority
- support your child's teaching and learning;
- assess how well the early years setting is doing;
- ensure that the setting is administering the funding/free entitlement appropriately;
- enable the Local Authority to carry out other specific functions for which it is responsible, such as school admissions and Children's Centres. This will include providing the receiving school (Reception) with information about your child's early years provision; to include the name of the setting, the level of funding received (Early Years Pupil Premium and Special Educational Needs) and any specialist agency involvement.

Bizzy Bees may also securely transfer information about you and your partner (if applicable) to:

- apply for Early Years Pupil Premium for your child to ensure that they are able to provide appropriate teaching and learning, facilities and resources to enhance the quality of your child's early years' experience;
- apply for the Disability Access Fund as per your allocation;
- validate your 30 Hours Eligibility Code to allow your child to access their 'additional' entitlement

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following website:

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

All Grant Funding Forms are deleted and shredded the following working day after care is no longer provided.

CCTV Footage

Bizzy Bees has CCTV cameras in place to help protect the premises and its' customers. Images are stored for 14 days and are automatically deleted thereafter. All stored images are restricted to staff only viewing and will not be accessed

by non-authorised persons. The CCTV monitor is located in a staff only room and is not for general public use. The door entry monitors are located in each childcare room and will be accessed by staff only.

Website & Cookies-

A cookie is an element of data that a website stores on your device. Cookies allow us to understand who has seen the pages to determine how frequently particular pages are visited, and to determine the most popular areas of our website, it also stores information such as IP addresses, Locations, browser used and other information to help our website to work smoothly. Refusing cookies may mean that you cannot access certain feature of our website.

Google Analytics may be used to collect standard internet log information and details of visitor behaviour patterns. This is to establish details such as the number of visitors to various pages of our website. This information is only processed in a way which does not identify any individual. We do not make, or allow Google to make any attempt to identify those individuals visiting our website.

Non of the cookie information will identify you as an individual.

Any personal information you may submit via a contact form is collected via a secure connection and is deleted once your request has been serviced.

Your Consent

By providing your personal data to Bizzy Bees you consent to the processing of such data by us as described in this privacy policy. By providing your contact details you are agreeing to be contacted by Bizzy Bees for the reasons detailed above. Your data will only be passed to a third party listed below with your written consent. Third party contacts include the following (this is not an exhaustive list)

- Sheffield City Council (for the reasons listed above)
- Health Visiting Team
- Speech Therapist
- M.A.S.T
- Support Workers
- Inclusion Team

Why and when we might share some of your personal data without your consent

It may be necessary to share some of your personal data with a third party without your consent if we feel that there may be a risk that your child or a child in your care may be suffering or be at risk of suffering **significant harm**. This will only be necessary if we feel that prior permission may cause harm to either the child, a staff member or a spouse/partner. Such third parties may include (this is not an exhaustive list)

- Sheffield Safeguarding Hub
- South Yorkshire Police

Verifying, Updating and Amending your Personal Information

We aim to keep our records of your personal information as up to date as possible. We do this by asking you to complete a new registration form each time your child moves to an older age range room. If you wish to opt out of receiving newsletters and updates you can do so by completing an opt out form which is situated in the reception area.

Notification of Changes

If at any time we decide to change our privacy policy, we will post the amendments on our website.

If you would like to discuss this policy in further detail you can contact our appointed data compliance lead using the following email address –

info@bizzybees.org

or by post using the following address -

Lisa Burgin

Bizzy Bees Family Childcare Centre

Off School Road

Beighton

Sheffield

S20 1EG