



## **Privacy Notice**

At Allsorts childcare, we understand the importance of confidentiality and privacy for everyone. We only use personal information to provide individual care and education for your child. On occasions, we may have to contact you via phone, email, and Family to provide you with updates, share relevant news and send your childcare invoices.

We will input your data into Family as this helps us manage all our childcare settings to run smoothly. Family is used for invoicing and your child's e-learning journal which includes, observations, assessments and reports including two-year checks.

All personal data will be securely held, and can only be accessed by parents/carers and authorised personnel. Personal data will not be shared unless parental permission is given.

We also collect data for transition reports and records, special educational records, reports and EHC plans, child protection records and reports, accident reports, sleep records, nappy changing records and what the children have eaten.

Your information is also used to claim the early year funding including 2-year-old, 3-4-year-old (both 15 hours and 30 hours) and inclusion funding, which you will preview and sign before sending it off to the relevant department in Dorset Council. We seek consent on particular documents like funding forms as part of the General Data Protection Regulations (GDPR). However, we have a legal obligation to collect parents and child's details as outlined in the EYFS Statutory Framework 2021 and OFSTED Regulations.

All staff and students working in with Allsorts will be advised of the relevant privacy and confidentiality policy and are required to respect it.

Allsorts adheres to the Data Protection Act 2018.