

Woodhall Farm Pre-School collect, store and collate information about children attending the nursery and their parent/carers. Details are obtained from enrolment forms for the sole use of Woodhall Farm Pre-School to contact parents/carers directly with information relating to their child and nursery activities; this includes names, addresses, contact numbers/emails, and health details of children.

Why are you sending me this Privacy Notice? We would like to use the Tapestry Online Learning Journal to record development progress on children whilst in attendance at nursery. The software will also allow us to share learning activities with parents/carers in a near-real time basis. To do this we need to store information electronically including but not in entirety, names, email addresses, children's date of birth and gender. Under the Data Protection Act 1998, we are required to tell you what we would like to do with your children's data. We can't use this data without your explicit permission as parent/carer.

What is Tapestry Online Learning Journal? Tapestry Online Learning Journal is an online tool which records information relating to children's development. This includes, for example, activities children have partaken in and any new skills they've developed. Tapestry also enables Woodhall Farm Pre-School to link these records to the Early Years Foundation Stage (EYFS) development statements and assist in making termly assessments of a child's progress. It gives parents instant access to their child's achievements and offers ideas for further development. Parents can also upload their own observations, photos and comments. This allows a holistic view of a child's development.

How we use your information? Information obtained is used by Woodhall Farm Pre-School to create secure individual profiles for each child so their development progress can be shared with their own parent/carer only. A profile will only be created for a child with the parent's/carer's permission.

Who will it be shared with? Information is used only in relation to a creating a child's profile. It is not shared outside of Woodhall Farm Pre-School. Information relating to a child's activities etc. is shared between Woodhall Farm Pre-School and their parent/carer only. If your child moves to another setting, which also uses Tapestry, it is possible to hand over the profile for the record to be continued. This is done with parent or guardian consent only.

There may be instances where children are featured in photos or videos together or in the background. On these occasions the items may be shared with more than one child's parents/carers. As is policy, a parent/carer will continue to receive information to support a photo or video about their own child (no names or details of other children will be disclosed) only. If you would prefer for your child to not feature in shared photos/videos, please complete the consent slip below accordingly.

Woodhall Farm Pre-School will never share pictures, videos, names or other personal details of children on any social media outlets.

Who owns the data? In accordance with the Tapestry Privacy, Security and Back-up Policy, the Woodhall Farm Pre-School account holder (at this time Abi Kukoyi, Pre-School Manager) is the sole owner of all data recorded on Tapestry. This includes any information uploaded by parents. Tapestry will not access the account without prior permission from the account holder. No element of the information on Tapestry belongs to Tapestry. Tapestry will never attempt to contact parents directly or pass details on to any other party. (See page 6 of their policy.)

Who can access the data? The account holder and Woodhall Farm Pre-School staff can access information relating to all children. All staff actions on a profile must be authorised by the account holder including any observations on children's profiles. Parents/Carers can access profiles relating to themselves or their children as setup by the account holder only.

Rights to Access the Data Parents and guardians have the right to access information relating to themselves or their child at any time. This is possible through their personal 'parent' profile, the account manager's profile (at the playgroup premises), or as a printable copy on request. Permission granted to create a profile and upload information can be withdrawn at any time.

How will your data be kept secure? Devices used by Woodhall Farm Pre-School to record and upload information are protected by pin-access and are the property of Woodhall Farm Pre-School. This includes photos and videos. Each member of staff has their own restricted-access profile configured by the account holder and must use their own individual pin code to access Tapestry app. Restricted-access means they can only access Tapestry profiles from an authorised device. The account holder will never grant access to Tapestry app from a staff member's personal device. Staff members will never be permitted to take a device used by Woodhall Farm Pre-School home. Devices are locked in the playgroup office at the end of each day.

Any information uploaded by staff and parents is subject to approval by the account holder to ensure information appropriate.

The data stored within Tapestry is held within 'the cloud' and as Tapestry is a UK company it also adheres to UK Data protection Act, therefore no data will be accessible from outside the UK by Tapestry as a company. (see also Tapestry privacy policy)

Who to contact to if you have a query or would like to report a concern? If you have any queries or concerns please do not hesitate to speak to a member of staff by phone, email or in person immediately. Woodhall Farm Pre-School will do their best to deal with your enquiry.

If you have a complaint and feel it has not been dealt with in a satisfactory manner by Woodhall Farm Pre-School, you may wish to contact the Information Commissioner's Office (Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 03031231113

Policy update by The Woodhall Farm Pre-school 01/04/2021

Mrs A. Kukoyi
Pre-school Manager

Mrs S. Pomroy
Deputy Pre-School Manager