



## DATA PROTECTION POLICY

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Magpies Kidlington comply with the General Data Protection Regulations. This governs the way that organisations process and manage Personal data.

Magpies use data exclusively for the purpose of providing good quality care and education for your child. We never share your information with any non-statutory body, apart from partner organisations listed here.

- We keep Children's names, dates of birth, address, ethnicity, allergies, medical history, and other information contained in the Registration Form. This information is kept securely, on paper, in a locked cabinet or cupboard accessible only to those providing care for your child, at any setting your child attends.
- Dietary and allergy requirements are listed on a staff notice in the setting, giving first name and a surname first initial, that your child attends. We cannot guarantee these remain confidential although every effort is made to do so.

Old Registration Forms are destroyed upon receipt of a new updated version.

- Educational records including accident, incident and behavioural information about your child is shared only with our staff providing care who have a duty of confidentiality, and is stored securely.
- We keep Parents' names, addresses, any written correspondence including emails, notes from meetings where we have revealed that notes will be taken and where you have been given a copy, any inappropriate conduct within the settings, any possible risk to a child or children, any involvement of social services, child protection agencies, any parent who is not permitted access to their child or children who attend our settings, and we also keep records of payment history and similar records directly applicable to providing good care to the child.

This information is stored securely with paper records being kept in a locked filing cabinet or cupboard where it is needed, and computers laptops and tablet computers with personal data are stored in a secure location and are password and anti virus protected. Access is restricted to those with a direct requirement to be aware.

We may have an obligation to share this information, if required, with our regulator OfSTED, Child Protection Agencies, HMRC, the Local Educational Authority, and the Police, who all have a personal duty of confidentiality.

Magpies would expect to share all or part of the above information if/when your child changes to another setting or school.

- We use Tapestry, an online tool for tracking and recording your child's progress and includes photographs. It is only accessible to staff providing the data (and their Managers) and parents/carers through a password protected secure website who can only access information about their own child.  
<https://tapestry.info>

- 'Childcare on-line booking system' is an online tool for booking and paying for childcare provided by Magpies. It is a secure password protected site where it is only possible to access information about bookings for your own child. (Payments are made through Worldpay, below.) This site is accessible to Magpies managers.  
<https://www.ayrmer.co.uk/childcare-on-line-booking.htm>
- Worldpay process Magpies online payments. They provide a secure site and do not store bank details used making payments.  
<https://www.worldpay.com/uk>
- Magpies use Facebook to facilitate two way communication with users. We notify parents and carers of events or urgent notices. We never post personal information or photographs of children attending Magpies.  
<https://www.facebook.com/MagpiesKidlington/>

## **Staff**

We hold records of staff members Qualifications, DBS numbers (Disclosure and Barring Service), Staff Disqualification Declaration and personal information on site, as required by OfSTED our regulator, together with appraisals and supervision records, and minuted meetings. This is stored securely but we must make them available to OfSTED, HMRC, the Local Authority Designated Officer, or the Police if requested.

Off site and securely we store records of Application Forms, References, work history, proof of eligibility to work status, interview record, disciplinary letters and records, contracts and associated information. This would normally only be accessible by authorised Managers, but Ofsted could require sight of these.

We store bank details in order to make payments of earnings. These are stored securely and never shared.

Magpies Kidlington is incorporated as a not-for-profit organisation, and so not required to register with Information Commissioner's Office.

**All staff members, parents and users have the right to access personal information which is being processed, stored, and relates directly to them. They also have the right to request changes to be made to personal information about them if the data you hold is not accurate or up to date.**

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