

Data Protection – Children and Families

At The Lloyd Park Children's Charity safety is at the heart of everything we do. Ensuring that we safely and securely hold your information to fulfil our legal obligations and that we do this with care and consideration for our users is our utmost concern.

Keeping your information confidential and safe is the right thing to do and you can rest assured that your personal information is safe with us.

Our Data Protection Policy and Privacy notices have been updated in accordance with new data protection legislation.

What Information are we talking about?

Personal information is any information that can be used to identify you. The information we hold about you and what we use it for depends on your relationship with us. It all comes down to what is relevant.

How Do We Use It?

There are no secrets to how we use your data. We only keep the data we need to fulfil our statutory obligations, to carry out our work and to keep children safe. This is all detailed in our Data Protection Policy and Privacy notices.

Why do we collect and use children's information?

We use the data to: -

- support learning
- monitor and report on progress
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data sharing
- to carry out our Children and Family Centre Services

The categories of children's information that we collect, hold and share include:

Personal information (such as name, unique reference number and address)

Characteristics (such as ethnicity, language, nationality, country of birth)

Attendance information (such as sessions attended, number of absences and absence reasons).

Developmental Records

These include observations of children in the setting. Photographs, video clips, samples of their work and assessments.

Personal Records

These include registration and admission forms, signed consent forms and general correspondence. We also use information to make and receive referrals from our partners in order to secure services for families. Consent to share information will be sought in most cases, except when sharing information would put at risk the safety and wellbeing of the child, which is paramount. For more information about safeguarding procedures in Waltham Forest

(<https://directory.walthamforest.gov.uk/kb5/walthamforest/directory/advice.page?id=5lLArmjPvHo>).

Collecting Information

Whilst some information you provide to us may be mandatory, some of it is provided on a voluntary basis. In order to comply with the general data protection regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing Children's Data

We routinely share information with:

- Schools that the children attend after leaving our settings
- London Borough of Waltham Forest (LBWF).
- For families who are registered with the Children and Family Centre, data is stored on a database which shared with the Local Authority, HENRY.
- The Department For Education (DFE)
- OFSTED

- In specific circumstances we share information with our partners in order to meet the individual needs of children and families. This is always done with consent except where seeking consent would put at risk the safety or wellbeing of the child.

(<https://directory.walthamforest.gov.uk/kb5/walthamforest/directory/advice.page?id=5lArmjPvHo>).

Why we share information

We do not share information about our children with anyone without consent unless the law and our policies allow us to do so.

We share data with the Department for Education (DFE) on a statutory basis. This data sharing underpins funding and monitoring of our settings.

We also share data with The London Borough of Waltham Forest and HENRY to enable us to carry out Children and Family Centre Services and provide evidence of our work. We inform our users of this through our privacy notices on registration and through our session registers.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education go to <https://www.gov.uk/education/data-collection-and-census-for-schools>

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our children to the DfE as part of statutory data collections such as the school census and early years' census. ~Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purposes of data collections, go to <https://www.gov.uk/education/data-collection-and-census-for-schools>

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The DfE may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested; and
- The arrangements in place to store and handle the data.

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

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

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact The Care and Education Manager on 020 8531 9522 if your child attends one of our day centres. If you come along to one of our Children and Family Centre activities and would like to make a request for your personal data you should make that request to the Integrated Services Manager on 020 8527 1737.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed, and
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting The Care and Education Manager or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Privacy Notices

Whenever we collect information from you, are provided with information about you, or are planning to pass your information to a third party, we will provide you with a privacy notice giving clear information about how and why your data is being used, where it comes from and where it goes.

Our Employees have obligations in regard to handling data at work.

Specifically they have agreed to:

- Keep all personal data secure – whether on paper or electronically. Use strong passwords and always lock your PC/laptop/mobile phone/device when you are not using it. Keep personal data in locked cabinets
- Only access data when they are authorised to, and then only process that data for the reasons set out in this policy and in line with the data protection principles.
- Securely destroy any copies of personal data created

- Not to share personal data with anyone not authorised to see that personal data and should consider at all times whether there is a way to share data that might disclose less information e.g. anonymising or removing sensitive and private data where necessary
- Personal data must not be stored on own personal devices and printed copies should not be removed from the Charity's premises unless they have specific authorisation for this.
- Personal data will not be shared with sources external to the Charity unless they are authorised to do so, and only when the data has been encrypted or otherwise made secure.

Our systems, services, software and equipment

We ensure that our systems', software and equipment meet acceptable security standards.

Contact

If you would like to discuss anything in this policy, please contact one of the below:

If your concern relates to the Early Years Provision, please contact the Care and Education Manager 020 8531 9522

If your concern relates to our Children and Family Centre sessions, please contact the Integrated Services Manager 020 8527 1737

Alternatively, please e-mail info@tlpcc.org.uk

Policy Name	Data Protection Policy
Version Number	V1
This policy was developed by	Human Resources and SLT
These people were consulted/ involved in developing the policy	
This Policy was adopted by	

Date	May 2018
Signed	
Name	James Wragg
Role	Chairperson
Next Review Date	May 2019