



Brougham Street Privacy and Acceptable Use Policy

Document History	
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Version Control			
Version	Date	Notes or amendments	Approval
0.1	13/12/24	Initial draft	FGB

Statement of intent and Aims:

Brougham Street Community Nursery School collects, stores and collates information about children attending the nursery and their parents/carers. Details are obtained from admission forms for the sole use of Brougham Street Community Nursery School to contact parents/carers directly with information relating to their child; this includes names, addresses contact telephone numbers, email addresses and medical details and medical details of children.

Why are we sending this privacy notice?

We use the Tapestry Online Learning Journey to record the development and progress of children whilst they attend nursery. The software will also allow us to share Learning Journeys with parents in a virtual way. This keeps costs to the setting at a minimum and allows parents to view their child's Learning Journey anywhere they can access the internet.

To do this we need to store information electronically, including names, email addresses, children's dates of birth and gender. The Data Protection Act (1988) requires us to tell you about ways in which we use data and to obtain your permission.

What is Tapestry Online Learning Journal?

Tapestry Online Learning Journal is an online tool which records information relating to children's development. This includes activities that children have taken part in and any new skills they have developed.

Tapestry also enables staff at Brougham Street Community Nursery School to link these records to the Early Years Foundation Stage (EYFS) development statements and assist in making regular 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 do we use your information?

Information is used by Brougham Street Community Nursery School to create secure individual profiles for each child so their development progress can be shared with their own parents/carers only. A profile will only be created with the parents/carers permission.

Who will information be shared with?

Information is used to create a child's profile. It is not shared outside of Brougham Street Community Nursery School. Electronic observations of children are shared between Brougham Street Community Nursery School and parents/carers only.

If your child moves to another setting which uses Tapestry, it is possible to share the profile created by Brougham Street Community Nursery School. This will allow the record for your child to be continued in their new setting. This is done only with parental consent.

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

Who owns the data?

In accordance with Tapestry Policy <https://tapestry.info/privacy-policy/>, Brougham Street Community Nursery School is the sole owner of all data sorted and recorded on Tapestry. This includes information uploaded by parents. Tapestry will not access the account without prior permission from Brougham Street Community Nursery School. None of the information that appears on Tapestry belongs to Tapestry. Tapestry will never attempt to contact parents directly or pass details on to any third party. (See page 6 of their policy).

Who can access the data?

The staff at Brougham Street Community Nursery School can access information in relation to all children. All staff actions on a profile require a secure login and staff observations are regularly checked for accuracy by managers.

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 or through the nursery profile at the nursery premises. We can provide a printed 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 Brougham Street Nursery to record and upload information are protected by pin access and are the property of Brougham Street Community Nursery School (not for the personal use by any member of staff). This includes photos and videos. Each member of staff has their own restricted access profile, configured by the nursery administrator or childcare manager. Staff log in each time using their own individual PIN code or password. Staff members are not permitted to take electronic devices home. Brougham Street Community Nursery School consults with a professional IT consultant regarding device maintenance and security and follows any advice given.

Who to contact 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 or staff by phone, email or in person immediately. Please contact the Headteacher Jonelle Yeoman at any time.

If you have a complaint and feel it has not been dealt with in a satisfactory matter by Brougham Street Nursery, you may wish to contact the Information Commissioner's Office (Wycliffe House, Water Lane, Wimslow, Cheshire, SK9 5AF).

What am I expected to do as a parent?

As a parent/carer using tapestry, you have an obligation to support Brougham Street Community Nursery School:

- In their legal obligation to keep children safe. We ask that no photos, videos or information relating to children at nursery are shared on any social media outlet or website. This includes copying or taking a screenshot. Failure to support this request may result in your profile being removed from Tapestry.
- Ensure you set up your account as soon as the link is sent to you. You need to create a unique and memorable password.
- Please do not share your profile details or password with anyone. Spouse/Partners are welcome to request their own profile to access Tapestry rather than share. We can create two profiles per child.
- To use password/PIN protected devices to access Tapestry online or on the app.
- Ensure there are adequate internet security measures when accessing Tapestry.
- When uploading your own media and comments. You are taking full responsibility for gaining consent of other parties featured in your uploads. Brougham Street

Community Nursery School will assume that upon uploading information, parents have received prior consent.

Signed on behalf of Brougham Street Nursery School:

Revised:

Chair of Governors

Review Date: