

Privacy Policy

The Tapestry Online Learning Journal service is owned, managed and operated by The Foundation Stage Forum Ltd., a UK based organisation entirely concerned with offering supporting services to professionals working with early years education.

You are someone who has been given access to Tapestry by The Riverside Nursery School. For example, you could be a relative of a child or someone acting on behalf of a child. You may have rights under EU Data Protection legislation relating to information we store about you. These rights are described here: <https://ico.org.uk/your-data-matters/>. If you want to exercise those rights, please contact The Riverside Nursery School who is storing data in Tapestry in the first instance. If they want help in carrying out your request, they can contact us. Tapestry's lead supervisory authority for data protection is the UK Information Commissioner's Office (<https://ico.org.uk>).

The Service

The Riverside Nursery School pays Tapestry to provide them with a service that allows them to create online learning journals for children under their care, monitor those children's progress and share this information with their staff and, if they wish, those children's parents and relatives.

Tapestry collect the following data:

- The names, dates of birth and postcode of their children
- The names and email addresses of the parents and relatives of their children
- The contents of a learning journal: assessments of children's performance, notes, photographs and videos of the children, activities that are planned
- Memos and notices the Riverside Nursery wish to share with relatives
- Reflections on particular children, particular activities or particular aspects of our setting.
- Documents that the Riverside Nursery wish to share with relatives.

The Riverside Nursery School store this information in order to record, analyse and, if they wish, share the progress of their children.

The Riverside Nursery School has the freedom to choose what data they store and who they store it about.

The Riverside Nursery School can choose who has access to the data and is able to correct and delete data at will.

In providing the service, Tapestry will send automated emails to staff and parents in order to confirm email addresses, reset passwords and notify them of events relating to The Riverside Nursery School (such as when a new observation is added about a child).

Tapestry never send any marketing information, though we do send staff a newsletter about Tapestry.

Tapestry ONLY access the data stored by The Riverside Nursery School in order to carry out The Riverside Nursery School's instructions, to maintain or improve the service or to fix faults.

Tapestry do not use The Riverside Nursery School's data for marketing. Tapestry use sub-contractors to process some of the data, but do not otherwise share this data with other organisations.

The Tapestry system necessarily stores cookies on the computers of users and mobile devices. These are simply to allow navigation of the system and collect no personal data.

The Riverside Nursery School decides the lawful basis for the data they add to Tapestry. Please note, your consent is not the only lawful basis for storing data and The Riverside Nursery School may have a different legal basis.

Whose data is it?

Tapestry don't claim ownership of the data entered into Tapestry, they only use it according to The Riverside Nursery School's instructions to provide the service described above.

Formally, in UK data protection legislation terms, The Riverside Nursery School are the "Data Controller" and Tapestry are the "Data Processor".

Tapestry do not share data, except as explicitly requested by The Riverside Nursery School.

If they wish to, The Riverside Nursery School might give other people (e.g., staff or parents) access to data. They might download or print some or all of the data and share it with other people (e.g., staff, parents, the government). They might transfer some of the data to another organisation (e.g., parents, the government, another educational establishment looking after a child).

The Riverside Nursery School may, if they wish, permit parents and relatives of children to add data to the service.

Can I see my data that is stored on the Tapestry system?

Yes. The Riverside Nursery School can give you a copy of data about you that they or you have stored in Tapestry. Tapestry can provide you with a copy of any of the other data that has been collected (e.g., Tapestry records of your IP address and / or make and model of your tablets etc.).

Can I have my data corrected or deleted?

Yes. The Riverside Nursery School can correct or delete the data they or you have stored in Tapestry.

The process of deletion is gradual: initially deleted data is moved to a 'deleted' area in case it was deleted in error. After a delay, it is then permanently deleted from the Tapestry main systems. After a further delay, it is then permanently deleted from Tapestry backups.

What are The Riverside Nursery School's responsibilities?

The Riverside Nursery School decide who to add data about, what data to add, and how long to keep it for. They have overall responsibility for complying with Data Protection law (or the equivalent in other countries).

The Riverside Nursery School will ensure they have a legal basis for what data they store on Tapestry and who they share it with.

The Riverside Nursery School will:

- Ensure we have a legal basis for what data we store on Tapestry and who we share it with.
- Think about what information it is appropriate to share with whom, given their situation and that of the children under their care.
- Respond to requests for access to data.
- Train their staff about sensible security and confidentiality precautions:
 - Taking care of passwords.
 - Taking care not to install software on computers that may compromise security.
 - Taking care not to access material from inappropriate places where it can't be kept appropriately confidential.

- Delete data when it is no longer required.
- Remove access for people who no longer need access.
- Give parents instructions in accordance with their safeguarding policy.

Reviewed September 2020

Signed _____ Nursery owner/Manager

Review Date: September 2021