



2020/2021

Dear Parents,

At Clyde Nursery we use an online system created by Learning Journals to record and share significant points of learning.

This system enables you to access and comment on your child's ongoing progress in learning.

Parents and carers can access their child's profile from home online.

#### Security and consent

- Only you and relevant school staff can access your child's profile using a unique username as well as a password and PIN that you create. Please **do not** share this information with others.
- Any data collected within the profile, including photos, are for **personal use only** and should not be published out with Learning Journals.
- All personal data, including photographs, email addresses and information about your child's progress are stored securely, within the EU.
- Data will be retained for the time your child attends Clyde Nursery.

If/when your child for any reason, all data will be archived as part of the leaving procedures by administration staff. Data will be deleted after 1 year.

If your child moves to a school which also uses Learning Journals their profile will be temporarily archived by Learning Journals and made available once your child starts at the new school.

- For data protection queries please contact Gemma Peace.
- The Data Controller is Clyde Nursery.
- Legal basis for processing is that of Consent.
- You have the right to rectification.
- You have the right to complain to ICO.

Should you wish not to use Learning Journals, or should you require any further information, please contact us directly.

Yours sincerely,

Gemma Peace  
Manager/Director

## Learning Journals Consent

Please tick each box and sign below to agree to the following statements:

- I give permission for photographs of my child to be uploaded to Learning Journals.
- I give permission for my child's photograph to be included in group images which will be shared on other pupils' Learning Journals.
- I agree that I will not give anyone access to my child's learning journal or the images available.
- I agree that I will only use photographs within Learning Journals for my own personal use only.

<b>Name of Child</b>		
<b>Parent/Carer Signature</b>		<b>Date</b>

Please complete the details below to set up your access to your child's learning journal

Title:	
First Name:	
Surname:	
Email Address:	
Relationship to child:	

Title:	
First Name:	
Surname:	
Email Address:	
Relationship to child:	