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TAPESTRY PRIVACY POLICY

The Tapestry Online Learning Journal service is GDPR compliant and is owned, managed and operated by The Foundation Stage Forum Ltd (FSF), a UK based organisation that provides resources and support for Early Years professionals. Tapestry privacy, security and back up measures are as follows: -

- The Tapestry web service is hosted on dedicated secure servers in the UK.
- Each Tapestry account has its own data base ensuring that there is no risk of data 'leakage' from one account to another.
- Each user on an account has a password.
- FSF will not access our Tapestry accounts without our permission. No element of Tapestry information we input into accounts belongs to FSF. Parents will never be contacted directly for marketing or other purposes. Your details will not be passed on to a third party.
- If we decide to discontinue Tapestry, FSF will completely delete all data and media associated with it. As children leave our setting, we can move them to a deleted area where (after a delay of 30 days to avoid disastrous mistakes occurring) their records, data and media will be irreversibly deleted.
- Many of the most meaningful photographs taken in our nursery show children interacting in group play or activities with peers, we therefore ask that these photos are for your own viewing and not shared publicly or uploaded onto any social media websites. This is in line with our Social Networking and Mobile Phone/Camera policies. Both are available to view via our website and in the setting. Failing to uphold this request will result in suspending your child's online Learning Journal.

NURSERY RESPONSIBILITIES

- Training staff in the use of Tapestry, explaining sensible precautions such as keeping all access details confidential.
- The only people within the setting that can access your child's account will be the management team and your child's Key Person.
- Delete staff from our Tapestry account once they have left our employment.
- Prevent access to Tapestry from staff who are involved in disciplinary procedures.
- Staff are prohibited from accessing Tapestry outside of the nursery.
- All the setting's Kindles used for Tapestry are securely locked away at the end of each day.

TAPESTRY ON-LINE LEARNING JOURNAL

INFORMATION SET-UP.

Tapestry provides each child with their own e-learning journal held on-line.

Your child's Key Person has been given a secure PIN login number. She will record observations, upload photos or videos and assess your child's progress linked to the Early Years Foundation Stage curriculum. Once completed each observation is approved by the management team. An email is then automatically generated and sent to you to inform you that an observation has been added. You can then login to view your child's observation and add your own comments to it if you wish to. We would encourage you to do so. You can access your child's Learning Journal from a computer or the Tapestry app on any mobile device.

Parents/carers will only be able to access their own child's account only.

To access your child's journal, please do the following:

1. Visit the Tapestry website tapestryjournal.com or install Tapestry from the Apple app store, iTunes, or the Google Play Store for android by searching for **EYFS Tapestry**.
2. Enter your user name. At present this is the email address you have supplied to us.
3. Your password is your child's first name and surname plus characters

Please change your password to something that is unique and secure when you log in.

4. You have been given a PIN number which is

Should you wish another member of your family to access your child's account, this can be done upon request by speaking to the manager.

If you have any problems logging in or viewing your child's journal or have any queries, please speak to Jo or Tanya.

VICTORIA PARK DAY NURSERY CIC

TAPESTRY ONLINE LEARNING JOURNAL

USER AGREEMENT

CHILD'S NAME: _____

- I agree to Victoria Park Day Nursery CIC using Tapestry to create an on-line Learning Journal for my child. YES / NO
- I agree to uphold the nursery request not to share or upload any photographs showing other children YES / NO
- I agree to my child appearing in group photographs that may be included in other children's Learning Journals YES / NO
- I agree to keep my login details secure YES / NO

Please circle YES or NO for each statement. The manager will talk to you to discuss things further if you have selected NO to any of the statements.

PARENT/CARERS NAME _____

SIGNATURE _____

DATE _____

