

## PRIVACY NOTICE



This is a notice of what information Altram collects from settings, what we do with it and how it might be used. Altram is always transparent about its data collection and privacy information.

### ➤ **What information does Altram collect from Irish-medium early years settings?**

Altram collects information about each setting which is inputted into a database and which informs a report on the visit. This includes:

- Contact details for each setting
- Names of staff and committee
- Qualifications and levels of Irish of each staff member
- Record of attendance at training
- Certification (to do with the building)
- Premises
- Committee information
- Equipment/resources
- Learning environment
- Curriculum
- Welfare of the child
- Health of the child
- Whether the setting is in a SureStart area

Any information regarding your setting which is discussed during Altram board meetings, EYS meetings or staff meetings is minuted and stored on password protected/encrypted computers.

All Altram staff and board have access to this information.

Altram also collects information from its members as part of an Access NI service it provides. Altram follows guidelines from Access NI in terms of data collection, processing and retention. Altram maintains a spreadsheet of people who have applied for Access NI clearance through Altram. Altram also collects and stores an ID validation form and a barred question form. These are retained for six months in a locked facility.

Individuals and organisations have access to the information which Altram holds about them.

### ➤ **Why do we collect this information?**

This data allows Altram to:

- Provide a picture of the Irish-medium early years sector
- Provide information about the sector it represents which helps Altram to fulfil its advocacy role
- Lobby on behalf of the sector at government level
- Identify training needs within the sector
- Monitor visits and identify need within the setting.

### ➤ **Who might we share your information with?**

On occasion, and with consent, Altram may forward details to a third party for, e.g. research purposes.

On occasion and as required, Altram may be requested to share information regarding concerns. This is standard practice within early years settings.

Quarterly reports are presented to funders containing:

- The number of visits that quarter
- Cluster training events which took place that quarter
- Any additional visits and reasons for these visits
- Any meetings with management committees
  
- What do we do with your information?

Monthly reports are compiled based on information from the database.

➤ **How long do we keep hold of your information?**

Altram databases are stored on encrypted computers and updated on a monthly basis. If there are staff changes within the setting, details will be removed for the former member of staff or committee member and details of new personnel will be added to the database. If a naíscóil closes, details of that setting are removed from the database within a month, with the following information only being retained:

- Name of setting
- Address
- Date of opening
- Date of closing

This information is retained as it is a historical record of a setting.

Information from contracts and membership forms is stored in a locked filing cabinet at the administrator's desk. Reports from visits are stored on encrypted computers for as long as the Altram early years' service is provided to the setting.

➤ **Information exchanged via Social media/Digital data**

Information gathered or communicated from digital platforms such as Facebook, WhatsApp, Survey monkey, Zoom and Microsoft Teams may be shared and accessed by Altram staff. This exchange of information will be documented within the text inputted into Facebook and WhatsApp messages. Facebook and WhatsApp will be used as a method of sharing information and supporting naíscóileanna. Zoom will be used as main method of training and EYS support delivery. The main content of Zoom discussion will be noted and form part of the report compiled by EYS. Survey monkey will be used to gather information from IME EY sector and as part of training evaluation. Microsoft Teams will be used to facilitate Altram's virtual office and will be used to conduct Altram staff meetings and used for interactions between staff.

Altram's Facebook page will be managed by Altram staff. Only Altram staff are administrators on the Facebook page. Altram WhatsApp groups will be managed by the relevant EYS and Altram manager. Only Altram staff are administrator's in the EYS WhatsApp groups. Altram's Zoom account will be managed by Altram staff only. Altram's Survey monkey profile will be managed by Altram staff only. Altram's Microsoft Teams accounts will be managed by Altram staff only.

Altram's Zoom account, Microsoft Teams accounts, Facebook page, WhatsApp groups and Survey monkey will be used for conducting Altram business only.

➤ **How can I access the information you hold about me?**

You can access the information Altram holds about you by contacting the manager at: [eolas@altram.org](mailto:eolas@altram.org). You also have the right to rectify the information Altram holds about you.

Altram regularly reviews and, where necessary, updates its privacy information.

*Altram will not share your data with anybody outside the organisation without informing you.*