



## Ladybird Forest Pre-School 68. TAPESTRY PRIVACY POLICY



The Tapestry Online Learning Journal service is owned, managed and operated by The Foundation Stage Forum Ltd. (FSF), a UK based organisation entirely concerned with offering supporting services to professionals working with early years' education. To read the FSF privacy policy please ask Amanda for a copy.

For Tapestry the FSF have drawn up a more specific policy since, by its nature, they have potential access to the data entered Tapestry accounts. Basically, you own all the data you enter, and the FSF won't look at it or make use of it unless you ask them to. More specifically, here are some points you might like to note:

- When you open a Tapestry account all your information is stored in a dedicated database in servers physically resident in the United Kingdom.
- When you take out an account with FSF, or when you download and install an app, information will be exchanged. FSF will not trade or otherwise pass on that information to any third party.
- FSF services and apps carry no advertising or related tracking software, either for their own use or other commercial organisations.
- The data you enter is stored by FSF, but owned by you. If you decide to terminate your Tapestry account they will ask you if you would like them to archive your information for a limited period. If you do not want to do this, they will delete it completely, which means that the data will disappear forever. They will also delete all media files associated with the account.
- The 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.
- FSF will not visit your account unless you ask them to (eg to address any issues you are experiencing)
- FSF will not access or use any contact information Ladybird Forest Pre-School enter (for example, in setting up your parent accounts they will enter email addresses allowing you to be notified of additions to your child's journal). Email harvesting and exploitation will not happen!

Again - this data is not FSFs; they simply look after it for you. FSF commit to doing this and protecting it for your sole usage.



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Tapestry Early Years has been created to help providers and families share information for the benefit of children.

<b>This policy was reviewed on</b>	30 <sup>th</sup> November 2018
<b>This policy was adopted by</b>	Amanda Sanders
<b>This policy was reviewed by</b>	Amanda Sanders
<b>Managers signature</b>	
<b>Date for review</b>	30 <sup>th</sup> November 2019