OPETUSHALLITUS
UTBILDNINGSSTYRELSEN

# National data warehouse for early childhood education and care (Varda)
## Quick guide for private ECEC providers on how to record information in Varda through a user interface

## What is Varda?

The national data warehouse for early childhood education and care (Varda) contains nationwide data on ECEC actors, ECEC units and their employees, the children attending ECEC and their guardians. The data recorded in Varda is used, for example, in the development and decision-making in ECEC, in the performance of official duties and in research. In addition, it is used in compiling statistics for national and international use. Provisions on Varda are laid down in the Act on early childhood education and care. Varda is maintained by the Finnish National Agency for Education.

## Who records information in Varda?

Municipalities and joint municipal authorities organising ECEC have recorded data in Varda since 2019. From the beginning of 2020, the obligation to record data have been extended to also apply to private ECEC providers. They include private providers of family daycare, providers of group family daycare and ECEC centres that have a business ID for ECEC operations and have submitted to the municipality a notification of their provision of private ECEC services.

## What kind of data is recorded?

Data is recorded in two stages: data on the service provider, ECEC units and children will be recorded as from 1 January 2020, and data on guardians and employees as from 1 September 2020. More detailed information on what data is recorded is available in Varda's data list: https://wiki.eduuni.fi/pages/viewpage.action?pageId=190613098. You can use Varda in Finnish or Swedish.

## This is what you should do:

1. ## Register at https://virkailija.opintopolku.fi/varda-rekisterointi/

   The registration can done by a person whose authority to act on behalf of the company has been recorded in the official information on the company. To register, you will need Finnish online banking codes, a mobile certificate or a certificate card that enables strong identification. When registering, you will name the person receiving the Varda administrator rights. This person will be responsible for Varda access rights in your organisation. The number of administrators in ECEC centres must be at least 2. The local authority will process the registration, in other words, accept or reject it.

2. ## Create the user IDs

   Once the registration has been accepted, the Varda administrator of the ECEC centre or group family day-care provider will receive a link in their email for creating their own user ID. After that, the administrator can invite other people to use Varda. The administrator and the person recording data may be the same person. It is also possible to grant a right to view information in Varda, which enables the user to see the data stored by the service provider. More information on access rights: https://wiki.eduuni.fi/pages/viewpage.action?pageId=190612679

3. ## Record the data to Varda through a user interface

   Data is recorded to Varda through the user interface in the Studyinfo.fi service of the Finnish National Agency for Education at https://virkailija.opintopolku.fi/varda. Video instructions on how to use the user interface are available in Finnish in the YouTube channel of the Finnish National

Agency for Education:
https://www.youtube.com/playlist?list=PLsBm4tVhwD2H88OOrgJH2OZjkA5I_Zeu3

## Remember to update the data in future

Private service providers are responsible for ensuring that the data recorded in Varda is correct and up to date. Updates of new and amended data are carried out through the user interface by the 15th and the last day of the month.

## Inform the children's guardians about Varda

According to the General Data Protection Regulation, the parties concerned, i.e. the data subjects, must always be informed when their personal data is recorded. This is the obligation of the controller, i.e. the party recording the data. You must therefore inform the guardians about the data you have recorded on children and guardians in Varda and your employees about the data on employees. In addition, you must draw up a privacy statement. The Finnish National Agency for Education has prepared material that you can use when communicating information on Varda (a template for bulletins) and drawing up a privacy statement (example phrases). The material is available at
https://wiki.eduuni.fi/pages/viewpage.action?pageId=190613098

## Where do I get help for the use of Varda?

Varda's customer service is provided electronically in the following address: varda@opintopolku.fi. The available training, Varda clinics and the web service dealing with Varda will also provide support for the implementation in Finnish or Swedish. More about the customer service:
https://wiki.eduuni.fi/display/OPHPALV/Asiakaspalvelu

The regulation of the Finnish National Agency for Education, the data list, the instructions and the material for communicating information on Varda:
https://wiki.eduuni.fi/pages/viewpage.action?pageId=190613098

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