

**St Oswald's Pre-school**  
**Data Protection Policy**

**Policy Review**

This policy will be reviewed in full by the owner and deputy manager annually.

The policy was last reviewed and agreed by the owner and deputy manager on **13<sup>th</sup> April 2018**

It is due for review on **13<sup>th</sup> April 2019** (up to 12 months from the above date).

Signature ..... Date .....  
**Owner/Manager**

Signature ..... Date .....  
**Deputy Manager**

## **Data Protection**

In order to provide a quality early years and childcare service and comply with legislation, we will need to request information from parents about their child and family. Some of this will be personal data.

We take families' privacy seriously, and in accordance with the General Data Protection Regulation (GDPR), I will process any personal data according to the seven principles below:

1. We must have a lawful reason for collecting personal data and must do it in a fair and transparent way. We will be clear about what data we are collecting, and why.
2. We must only use the data for the reason it is initially obtained. This means that we may not use a person's data to market a product or service to them that is unconnected to the reasons for which they shared the data with us in the first place.
3. We must not collect any more data than is necessary. We will only collect the data we need to hold in order to do the job for which we have collected the data.
4. We will ensure that the data is accurate and ask parents to check annually and confirm that the data held is still accurate.
5. We will not keep data any longer than needed. We must only keep the data for as long as is needed to complete the tasks it was collected for.
6. We must protect the personal data. We are responsible for ensuring that we, and anyone else charged with using the data, processes and stores it securely.
7. We will be accountable for the data. This means that we will be able to show how we (and anyone working with me) are complying with the law.

We have registered with the Information Commissioner's Office, the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

We expect parents to keep private and confidential any sensitive information they may accidentally learn about my family, setting or the other children and families attending my setting, unless it is a child protection issue.

We will be asking parents for personal data about themselves and their child/ren in order to deliver a childcare service (see privacy notice). I am required to hold and use this personal data in order to comply with the statutory framework for the early years foundation stage, Ofsted, Department for Education and my local authority.

## **Access**

Parents have the right to inspect records about their child at any time. This will be provided without delay and no later than one month after the request, which should be made in writing. I will ask parents to regularly check that the data is correct and update it where necessary.

## **Storage**

I will keep all paper-based records about children and their families securely locked away.

If I keep records relating to individual children on my computer, externally or in cloud storage such as iCloud, Google Drive or Dropbox, including digital photos or videos, I will obtain parents' permission. This also includes CCTV. I will store the information securely, for example, in password-protected files, to prevent viewing of the information by others with access to the computer.

Backup files will be stored on an encrypted memory stick which I will lock away when not being used. Firewall and virus protection software are in place.

## **Information sharing**

We are expected to share information with other childcare providers if a child also attends another setting.

We are also required to share information with Hertfordshire County Council in regards to childcare and early years entitlements.

We will not share any information with anyone without parents' consent, unless there is a child protection concern.

Ofsted may require access to my records at any time.

### **Record keeping**

We record all accidents in an accident book.

We will inform Ofsted or Childminder Agency, the local child protection agency and the Health and Safety Executive of any significant injuries, accidents or deaths as soon as possible. We record all significant incidents in an incident book and I will share these with parents so that together we can work to resolve any issues.

We will only share information if it is in a child's best interests to do so. For example, in a medical emergency we will share medical information with a healthcare professional. If we are worried about a child's welfare we have a duty of care to follow the Local Safeguarding Children Board procedures and make a referral. Where possible we will discuss concerns with you before making a referral.

### **Safe disposal of data**

We are required by law to keep some data for some time after a child has left the setting. We ensure that any data is disposed of appropriately and securely.

### **Suspected breach**

If we suspect that data has been accessed unlawfully, we will inform the relevant parties immediately and report to the Information Commissioner's Office within 72 hours. We will keep a record of any data breach.