Safeguarding and Welfare Requirement: Information and record keeping

3.78 Confidential information and records about staff and children must be held securely and are only accessible and available to those who have a right or professional need to see them.

**Data Protection Policy**

Objectives of this policy

This policy identifies why and how we store personal data and procedures that we put in place to do so responsibly within the General Data Protection Regulation (2018).

The named Data Protection Officer is Tori Pattison (manager).

Why do we keep personal Data

We collect and store personal data to ultimately ensure the safety and wellbeing of the children and families registered with us and the staff in our employment. We also collect and store data on the children to ensure their physical and developmental needs are met whilst in our care.

We do not use Personal data for marketing purposes and will not pass on personal data to marketing companies.

Rights of an individual

The GDPR provides the following rights for individuals:

1. The right to be informed- parents, staff, visitors and volunteers give signed consent for their details to be gathered and stored as detailed below.
2. The right of access- parents, staff, visitors and volunteers have the right to access their personal data.
3. The right to rectification- parents, staff, visitors and volunteers have the right to have inaccurate data rectified or completed if incomplete.
4. The right to erasure (the right to be forgotten)- parents, staff, visitors and volunteers have the right to have all their personal data erased.
5. The right to restrict processing- data will only be used within the preschool and on the Famly application with the permission of individuals involved. Sometimes information is shared amongst third parties such as health professionals. This will only be done so with the consent of the individual.
6. The right to data portability- parents, staff, visitors and volunteers have the right to have their data transferred digitally.
7. The right to object- parents, staff, visitors and volunteers have the right to object the processing of data.
8. Rights in relation to automated decision making and profiling- the preschool does not use automated systems to profile and make decisions in regards to places allocated and job vacancies.

Requests can be made verbally or written. Verbal requests will be recorded and stored in personal folder. Requests will be responded to in one calendar month. Requests/objections may be denied if safeguarding concerns are present. Requests for data to be transferred, copied or accessed may be charged an admin fee to cover costs. For example, requests for registers would need personal details of other families omitting first before transferred.

How we collect data

Families will register with us through our application form which will outline our reasons for taking and storing the data.

We will also store data using the Famly application which we have a contract with to ensure privacy needs are met for the individuals.

Staff data is collected through our application process.

A privacy notice is made available on the website and as part of the welcome pack.

How we store data

Data is stored on paper and digital format.

All paper copies that include identifiable markers such as names and dates of birth are kept on site in a lockable filing cabinet, in the office.

Digital personal data is password protected. It is either stored on the Templegate Tiny Tots Laptop, which are protected by passwords and security software. Other data is stored digitally via online clouds which are also password protected.

Data retention and procedure to delete data

Children’s personal records are kept for 2 years. On leaving the preschool paper copies will be destroyed after they are digitally scanned and stored in a folder. After the retention period online folders will be deleted.

Staff’s personal records (including tax records) are kept for 5 years (6 years for finance and tax) after which time paper copies are destroyed and online folders deleted.

Committee members personal data will be destroyed after 2 years from leaving date.

Staff awareness and committee awareness

Staff will receive inhouse training with regards to Data Protection as part of the Induction process. Data protection will be an agenda item for staff and committee meetings to ensure that staff and committee members alike are aware of data protection responsibilities and procedures.

Information security measures

What happens if there is a breach?

All breaches will be recorded on the breach register. The ICO (Information Commissioner's Office) will be notified of any breaches within 72 hours.

Individuals whose data has been compromised by a breach will be notified in a timely manner.

This policy was signed, on behalf of the preschool – T Pattison (Preschool Manager)