

## 9. Data Protection Policy

### 9.1 Statement of intent

The Pre-school aims to maintain the highest standards of data protection in compliance with the General Data Protection Regulation 2018. Walton Under Fives are entitled to obtain and process information about individual's subject to compliance with the requirements of the General Data Protection Regulation 2018.

Walton Under Fives Pre-school Data Protection Officer is **Alison Harvey**

### 9.2 The Act:

- Applies to personal data. This is not just the kind of information we prefer to keep to ourselves. It can be as simple as a name linked to an address or date of birth.
- It applies to both electronic and manual (paper) data so you should assume that these guidelines cover personal data in any format
- Regulates the obtaining and processing of personal data. Processing can cover anything from updating data, transmitting data to a third party or consulting data.

### 9.3 Methods

In order to comply with the GDPR, we at Walton Under Fives Pre-school will do the following:

- Take steps to protect against accidental loss or destruction of or damage to personal data
- Explain to parents and staff why we are collecting data, how long it will be kept and how the individual can have access to it if required
- Never ask for more information than we legitimately need
- Take responsibility for correcting and updating data as often as may be necessary or at least every term
- Ensure that un-needed data is deleted or destroyed
- Data Storage, the Chair and manager has guidelines for the storage and retention of information so never update, delete or destroy data without checking with him/her first
- Never use data we have obtained for a specific purpose for any other purpose without the consent of the individual
- If any person about whom the group holds information requests access to it this will be dealt with promptly by the Manager or Chair
- Ensure that no unauthorised person can have access to the personal data we are processing by making sure that paperwork containing personal data is not on view and putting away paperwork containing personal data
- Always sending correspondence containing personal data to a named individual within the group and marking it personal or confidential
- Never discussing personal information with colleagues unless this is necessary as part of the job
- Never transmitting personal data by e-mail to anyone outside of the group, even under the cover of confidentiality - external e-mail is not necessarily a secure means of communication
- Sensitive personal data i.e. race, religion, physical or mental health, sexual orientation, political views and criminal convictions. This data may only be collected with specific written consent of the individual and there are strict rules concerning how it may be processed. We will ensure that this is strictly adhered to when collecting and processing such data

## Retention Periods for Records

See attached sheet (appendix 1)

## Tapestry

Tapestry is a secure online system that Walton Pre-school use to record observations, comments and photos to show progress across the Early Years Foundation stage. To ensure all safeguarding and data protection policies are met an agreement has to be signed by parents/carers and the manager and safeguarding officer of the setting **Alison Harvey**, agreeing to the terms laid out. A copy of which is attached to this policy. (appendix 2)

If there is any data breach then **Alison Harvey** (data protection officer) will notify the Information Commissioners Office (ICO) of the data breach within 72 hours of becoming aware of the breach.

All staff are in the process of being trained on data protection (June 2018)

### 9.4 Links to other policies, procedures and legislation: -

- Ensure all enrolment documentation is signed off correctly with permission slips.
- Keep filing cabinet and cupboard it is kept in, locked when not in use.
- At the end of each session, ensure that all information relating to children or subject to the requirements of the GDPR is locked in the kitchen area, or in the locked filing cabinet.
- Policy 3 Confidentiality
- Policy 20 Safeguarding Children
- Policy 26 Student/Regular Volunteer placement policy
- Statutory Framework for the Early Years Foundation Stage
- Childcare Act 2006
- Limitation Act 1980
- RIDDOR 1995
- DBS code of practice
- Taxes Management Act 1970
- The Statutory Maternity Pay (general) Regulations 1986
- Chartered institute of Personnel and Development
- The income tax (employments) regulations 1993
- Social Security (Claims and Payments) Regulations 1979
- The control of substances hazardous to health regulations 2002 (COSHH)
- Companies Act 2006
- Charities Act 2011
- The Charitable Incorporated Organisations (General) Regulations 2012

This policy was reviewed and changed significantly in May 2018 and adopted at a meeting of Walton Under Fives Pre-School held in June 2018.

Signed (Pre School Leader) ..... Date .....

Signed (Committee Chair) ..... Date .....