



Data Protection Policy & Procedure:

Ducklings Childcare Ltd aims to fulfill its obligations under the Data Protection Act 1998 to the fullest extent. From time to time we are required to pass on some of the children's data held by us to agencies prescribed by law, such as the Local Authority and Ofsted.

Information recorded on paper format such as staff details, children's details, child protection and special needs forms are stored in a locked filing cabinet in the office and only management have access to these, to protect confidentiality. On the computer, data is password protected and only Managers, Deputy Managers and Directors are entitled to access it. All information on staff and children is updated regularly by way of **data collection sheets**. All children have individual personal record and development files, stored in the children's respective rooms.

Members of Staff

Members of staff are allowed to have access to all personal data about them held under the Data Protection Act 1998. This Act requires the provider to respond to requests for access to personal data within one month (this can be extended to two months if the request is complex). We will aim to provide such data electronically. Members of staff are required to read this information carefully and inform head office at the earliest opportunity if they believe that any of their personal data are inaccurate or untrue, or if they are dissatisfied with the information in any way. The data will be rectified and if it is not rectified for any reason, we will explain to the individual why we have not done so and inform them of their right to complain to the supervisory authority or judicial remedy.

The Data Protection Act 1998 gives data subjects the right to have access to their personal data, free of charge, at reasonable intervals, with some exceptions, such as certain information relating to job applications. In certain circumstances, such as if the requests for personal data are unfounded, excessive or repetitive; we may charge a reasonable fee or refuse to provide the data. The fee will be based on administrative costs. The member of staff will be informed whether or not the request is to be granted. If it is, the information will be provided within one month of the date of the request.

In the event of a disagreement between a member of staff and Ducklings Childcare Ltd regarding personal data, the matter should be taken up under our formal grievance procedure.



Additional clause(s)

Where a member of staff makes what is deemed as unfounded, excessive or repetitive requests for personal data and the request is granted', a fee of £5 may be charged which must be paid before a copy of the personal data will be given.

