



Date: April, 2018

Data Protection Policy

To provide a quality early years and childcare service and comply with legislation, we will need to request information from parents about their child/ren and family.

We take families' privacy seriously, and in accordance with the General Data Protection Regulation (GDPR), we 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.
3. We must not collect any more data than is necessary. We will only collect data we need to hold to do the job for which we have collected the data for.
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 to complete the tasks it was collected for.
6. We must protect your personal data. We are responsible for ensuring that anyone charged with using the data, processes and stores it securely.
7. We are accountable for the data. This means that we will be able to show how we are complying with the law.

Procedure

York House Childcare is registered with the Information Commissioner's Office (ICO) 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, the setting or the other children and families attending the setting, unless it is a child protection issue.

We ask parents for personal data about themselves and their child/ren in order to deliver a childcare service (see privacy notice). We are 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 Surrey's local authority.

Access Information

Parents have the right to inspect records about their child at any time. This will be provided without delay and no later than two weeks after the request, which should be made in writing.

Storage

We will keep all paper-based personal records about children and their families securely locked away in a filing cabinet.

If we keep records relating to individual children on our computer, externally or cloud storage (such as iCloud, Dropbox), including digital photos or videos, we will obtain parents' permission. We will store the information securely (e.g. password protected access). Only authorised members of staff have access to the computer.

Backup files will be stored on a USB stick which we lock away when not being used. Firewall and virus protection software are in place.

If we store any records using a digital solution such as Kinderly, we will ensure we have carried out due diligence to ensure they are compliant with GDPR.

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 regards to the childcare and early years entitlements with our local authority - Surrey.
- We will not share any information with anyone without parents' consent, unless there is a child protection concern.
- Ofsted may require access to our records at any time.

Record keeping

- We record all significant accidents in an accident book.

We will notify PACEY of any accidents which may result in an insurance claim (e.g. an accident resulting in a doctor or hospital visit). PACEY will log and acknowledge receipt of the correspondence and forward the information to the company providing my public liability insurance policy to enable a claim number to be allocated.

- We will inform Ofsted and our 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 we 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 concerned 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.

- Attendance information (sessions attended, absences and reason for absence, non-attendance).
- Learning and development information (observations, development progress and achievements, activity participation etc.)
- Preferences, daily routine – languages spoken, likes and dislikes, nappy monitor, dietary requirements).

Safe disposal of data

When your child leaves our setting, we will store specific information (e.g. permissions, accidents) on you and our child for as long as legally required.

We have a review plan in place and ensure that all 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.