Version: 2

Data Protection Policy

Introduction

Reepham Pre-School is required to collect personal information for its employees, trustees, volunteers, children, parents and visitors. It is also necessary to process information so that staff can be recruited and paid, activities organised and legal obligations to funding bodies and government fulfilled. We intend to meet all the requirements of the Data Protection Act 2018 and the General Data Protection Regulations (GDPR) 2018 when collecting, storing, and destroying personal data. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, Reepham Pre-School must comply with the Key Principles which are set out in the General Data Protection Regulations 2018.

In summary these state:

* Processing should be lawful, fair and transparent;
* Personal data shall be collected for specified, explicit and legitimate purposes;
* Personal data must be adequate, relevant, and limited to what is necessary;
* Personal data shall be accurate and kept up to date;
* Personal data shall be kept for no longer than is necessary;
* There must be appropriate security in place in respect of the personal data.

All Reepham Pre-School staff and volunteers who process or use any Personal Information must ensure that they follow these principles at all times. In order to ensure that this happens, Reepham Pre-School has written and agreed to this Data Protection Policy. Any member of staff, trustee or volunteer, who considers that this policy has not been followed in respect of personal data about him/herself, should raise the matter with the Designated Data Controller initially. If the matter is not resolved it should be raised as a formal grievance.

Aim

* To ensure that all the Key Principles listed in GDPR are followed at all times in relation to data that our setting may hold.

Procedures

**Notification of Data Held and Processed:**

All employees, trustees, volunteers, parents, and other members of the public have the right to:

* know what information our setting holds and processes about them and why;
* know how to gain access to it;
* know how to keep it up to date;
* know what our setting is doing to comply with its obligations under the GDPR Act.

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**The Data Controller:**

Reepham Pre-School as a registered charity has the responsibility to implement the GDPR Act, and the organisation is therefore ultimately responsible for implementation. However, Designated Data Controllers will deal with day to day matters. Reepham Pre-School’s Designated Data Controller is Deborah Wray who is the Manager.

**Personal Information:**

Personal information is defined as any details relating to a living, identifiable individual. Within our setting this relates to employees, attending children and their families, trustees, volunteers, members, clients and other members of the public such as job applicants and professional visitors. We need to

ensure that information relating to all these people is kept securely and to the appropriate level of confidentiality.

The personal information collected from individuals could include;

* Their name
* Address
* Email address
* Telephone numbers- including those of emergency contacts
* Date of Birth
* Medical Information
* National Insurance number
* DBS certificate numbers
* Observations of children’s progress (learning journals)
* Children’s reports, pre-school or from outside professionals
* Photographs
* Family medical history (when necessary)

Reepham Pre-School store personal data to comply with the statutory framework (EYFS, 2017) in order to deliver services to our families e.g. government funding and to employ suitable people for our setting.

**Processing of Personal Information:**

All staff and volunteers who process or use any Personal Information are responsible for ensuring that:

* Any Personal Information which they hold is kept securely;
* Personal Information is not disclosed either orally or in writing or otherwise to any unauthorised third party. (Staff and volunteers should note that unauthorised disclosure will usually be a disciplinary matter, and may be considered gross misconduct in some cases).

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Personal information should be:

* kept in a locked filing cabinet; or
* in a locked drawer; or
* if it is computerised, be password protected; or
* kept on a storage device which is itself kept securely

**Conversations and Meetings:**

* Information of a personal or confidential nature should not be discussed in a public area, in front of anyone that is not an employee of the pre-school.
* Pre-School employees should be aware of confidentiality at all times when discussions are taking place, either distancing themselves from the conversation, if it doesn’t concern them, or, ensuring that their discussion is not overheard by others.
* All staff should respect the confidential nature of any information inadvertently overheard.
* When meetings are being recorded it is important that only relevant information is written down. This must be carried out using the correct forms provided by the preschool, notes must be written legibly and coherently.
* The written notes are then to be stored in a locked cupboard and shredded in a timely manner once the child/family have left our setting (1 year unless of a child protection nature).

**Collecting Information:**

* Whenever information is collected about people, they should be informed why the

information is being collected, who will be able to access it and to what purposes it

will be put.

* The individual concerned must agree that he or she understands and gives permission for the declared processing to take place, or it must be necessary for the legitimate business of Reepham Pre-School.

**Publication and Use of Reepham Pre-School Information:**

Reepham Pre-School aims to make as much information public as is legally possible. In particular information about Reepham Pre-School staff, trustees and members will be used in the following circumstances:

* Reepham Pre-School may obtain, hold, process, use and disclose information in connection with the administration, management and business activities of our setting, including making and keeping lists of members and other relevant organisations.
* Reepham Pre-School may publish information about our setting and its Committee members including lists of members, by means of newsletters or other publications.

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* Reepham Pre-School may provide approved organisations, that have the legal right, with lists of names and contact details of Committee members or other relevant organisations only where the members or other relevant organisations have given their consent.
* Reepham Pre-School may use information to support any of the activities which are related to any additional related activities ie fundraising.
* Names of, and a means of contacting, staff and/or trustees will be published within publicity leaflets and on the website.
* Photographs of key staff may be displayed at our setting or placed on the website with their consent.
* Reepham Pre-School’s internal staff contact list will not be a public document and information such as mobile telephone numbers or home contact details will not be given out, unless prior agreement has been secured with the staff member in question.
* Any individual who has good reason for wishing details in these lists or categories to remain confidential should contact the Designated Data Controller.

**Sensitive Information:**

Sensitive information is defined by the Protected Characterisitics relating to ethnicity, political opinions, religious beliefs, trade union membership, physical or mental health, sex life, criminal proceedings or convictions. The person about whom this data is being kept must give express consent to the processing of such data, except where the data processing is required by law for employment purposes or to protect the vital interests of the person or a third party.

**Disposal of Confidential Material:**

Sensitive material should be shredded as soon as it is no longer needed; following retention guidelines and statutory requirements. Particular care should be taken to delete information from computer hard drives if a machine is to be disposed of or passed on to another member of staff.

**Staff Responsibilities:**

All staff are responsible for checking that any information that they provide to Reepham Pre-School in connection with their employment is accurate and up to date. Staff have the right to access any personal data that is being kept about them either on computer or in manual filing systems. Staff should be aware of and follow this policy, and seek further guidance where necessary.

**Duty to Disclose Information:**

There is a legal duty to disclose certain information, namely, information about:

* Child abuse, which will be disclosed to social services, or
* Drug trafficking, money laundering or acts of terrorism or treason, which will be disclosed to the police.

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**Retention of Data:**

Reepham Pre-School will keep some forms of information for longer than others. Because of storage problems, information about clients cannot be kept indefinitely, unless there are specific requests to do so. In general, information about clients will be kept for a minimum of one year after they use the services, unless other bodies, such as funders, require our setting to keep the information longer.

Reepham Pre-School will also need to retain information about staff. In general, all information will be kept for six years after a member of staff leaves our setting. Some information however will be kept for much longer, for example, if required by funders. This will include information necessary in respect of pensions, taxation, potential or current disputes or litigation regarding the employment, and information required for job references.

A full list of information with retention times is available from the Designated Data Controller.

A copy of the Data Protection Privacy Statement is contained in Appendix A.

Relevant Other Policies

Confidentiality

This policy has been adopted by Reepham Pre-School.

Signed on behalf of the setting by:

…………………………………………………………………………………Committee

…………………………………………………………………………………Manager

Date: ………………………………………

Review Date: …………………………….

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**APPENDIX A**

DATA PROTECTION PRIVACY STATEMENT

**Sharing information with others:**

As a pre-school it is necessary for us to collect personal information about you or your child. Sometimes we have to confirm or share information with other organisations. If we need to do this, we will make is clear to you on the forms you complete giving us the information. We will inform you before sharing any of yours or your child’s information.

In some cases, a third-party organisation, such as a funding body, may require you to sign an agreement to allow your information to be shared e.g. on a funding form. Please read all paperwork thoroughly before signing, so that you know exactly how your information will be used.

**Information:**

We will make sure that the information about you is accurate and up to date when we collect or use it. You can help us with this by keeping us informed of any changes to the information we hold about you.

**Information security:**

We will keep information about you and your child secure. We will protect your information against unauthorised change, damage, loss or theft. All information collected on paper forms is kept locked away. Our computer, and tablets are password protected.

**Keeping Information:**

We will hold information about you and your child only for as long as the law says. After this, we will dispose of it securely.

**Openness:**

We will tell you what kinds of information we hold and what we do with it.

**Access and correctness:**

Whenever possible, we will let you see the information we hold about you and correct it if it is wrong.

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**In general:**

We will comply with the General Data Protection Regulations Act 2018 and any subsequent legislation on information regarding privacy. We will do this through Reepham Pre-School’s Data

Protection Policy. We will help you with any questions or problems that you may have in relation to the data that we may hold. If we cannot help you, we will give you advice on where to

get the information you may need.

**Our Commitment:**

* We will only collect information that is necessary for what we do.
* We will be fair in the way we collect information about you.
* We will tell you what we intend to do with the information about you.
* Where practicable, we will collect information directly from you.
* If we collect information about you from someone else, we will make sure you know

that we have done this whenever possible.

**Types of information we collect:**

* Yours and your child’s full names;
* Your child’s date of birth;
* Your address;
* Your contact numbers and those of your emergency contacts;
* Your email address;
* Your child’s medical conditions;
* In some cases, Your National Insurance number.

**While your child is with us we store information regarding:**

* Their ongoing progress and development;
* photographs of them;
* accident records;
* medical records;
* any correspondence from other professionals.

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