

## **St Albans Steiner Data Protection Policy September 2019**

As a kindergarten, we have to hold information about your child and family, such as address, date of birth, national health numbers and telephone numbers, for example. We do not use the internet or a computer as storage for any of the children's information. Instead we use paper copies only, which are stored in a locked cabinet or cupboard.

Our website and Facebook page show no pictures of children who attend kindergarten without parent's permission. We do take photos of your children (with permission) to use for their journals, which are given to you when they leave kindergarten. Sometimes there is more than one child in a photograph but this child would not be named. Some photos are kept and placed in an album for visitors to look at- no children are identified in these photographs.

The Kindergarten phone identifies phone numbers with the child's first name (not surname) and either 'Mum' or 'Dad'.

Children's reports are written as a Word document, using only first name and no surname or date of birth.

We use a paper daily register. This by law has to be kept and stored in a locked cabinet. The information on the register has the child's name, date of birth, address, parents' phone numbers, gender and days that they attend kindergarten.

Admission forms are kept in a locked cupboard or cabinet for 7 years, as is required by law.

To receive funding for your child, we submit the following information: date of birth, national health number, address, ethnicity and any special needs. If your child receives 2 year old funding, you will have given your National Insurance Number when applying- this is not disclosed to us. If you receive funding, you and your child's personal details are submitted to Hertfordshire County Council, on a Hertfordshire locked file on their database. This will later then link up to their school file. As a new requirement to receive funding, we must submit the levels of progress that your child is making within the Early Years Foundation Stage.

If you have any further questions, please ask a member of staff.

I confirm that I have read and understood this Data Protection policy:

Name:

Signed:

Date: