

St Joseph's Pre-school

Data Protection Policy (GDPR)

In order to provide a quality early years and childcare service and comply with legislation, we will need to request information from parents about their child and family. Some of this will be personal data.

We take families' privacy seriously, and in accordance with the General Data Protection Regulation (GDPR), we will process data according to the seven principles below:

1. We must have a lawful reason for collecting personal data and must do so 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. This means that we may not use a person's data to market a product or service to them that is unconnected to the reasons for which they shared the data in the first place.
3. We must not collect any more data than is necessary and will only collect the data we need to have to do the job for which it has been collected.
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 is necessary. It will be kept for as long as needed to provide our childcare service or to complete the tasks it was collected for.
6. We will protect the personal data and will be responsible for ensuring that it is processed and stored safely.
7. We will be accountable for the data. This means that we will be able to show how we are complying with the law.

Procedure (how we put the policy statement into practice)

We are 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 the pre-school, staff, families or other children attending the setting, unless it is a safe guarding issue.

Parents are asked to provide 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 to comply with the statutory framework for the early year's foundation stage curriculum, Ofsted, The Department for Education and our local authority, Derby City Council.

Subject access

Parents have the right to inspect records about their child at any time. This will be provided as soon as possible and no later than two weeks after the request. We will ask parents to regularly check that the data is correct and update it where necessary.

Storage

All paper-based records about children and their families will be kept securely locked away in filing cabinets. We have a 'clear desk' practice of ensuring that no personal data is left on desks at the end of the day.

All data stored electronically is kept on password protected computers and accessed only by those who have the authority and need the data to carry out their work. Back-up devices are used to store documents produced by St Joseph's Preschool for record keeping. Back-up of laptops are completed each term and the back-up device is kept in a locked cabinet when not in use. All back up devices are encrypted with password requirements.

Laptops, tablets, and cameras and work mobile phone will be kept in a locked storeroom when not in use. Back up files and data stored on memory sticks will be stored in a locked cabinet

Any device which will be connected to the internet has firewall and virus protection software in place. All devices are also password protected.

Laptops and paperwork containing children's' records and data may on occasion be removed from the pre-school to be used for work carried out by staff at their home or to be used during external meetings with other professionals. These laptops and paperwork will be kept in a locked bag or briefcase during transit and when not in use. No bags or briefcases will be left in a vehicle at any time.

The above aligns with our laptop policy, a copy of which is available on request.

Information sharing

We are expected to share information with other childcare providers if a child also attends another provision.

We are also required to share information with our local authority, Derby City Council, regarding childcare and early years funding entitlement, for census purposes and to monitor the quality and sufficiency of childcare provision in the area.

We will not share any information about anyone without parents' consent, unless there is a safe guarding issue.

When sharing any information about a child, if this is sent electronically, we will do so using secured email. This is a separate email address from Preschool's business email and will use a software that is recognised as a secure email.

Ofsted may also require access to our records at any time.

Record keeping

We record all accident and inform parents on the same day the accident occurred.

We notify Ofsted and Health and Safety Executive of any significant injuries, accidents, or deaths as soon as possible.

We record all significant incidents and share these with parents so that together we can work to resolve any issues.

We will only share information if it is 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 worried about a child's welfare, we have a duty of care to follow local authorities safeguarding board, Derby and Derbyshire Safeguarding Children's Partnership procedures and make a referral. where possible we will discuss concerns with parents/carers before making a referral.

Retention and safe disposal of data

We are required by law to keep some data for some time after a child has left the setting and this is archived in a secure place.

Appendix 1 details length of retention time for data type in accordance with The Companies Act 2006, The Childcare Act 2006 and The Chartered Institute of Personnel and Development (information taken from <https://www.connectchildcare.com>)

We regularly review which data no longer needs to be kept and this is then disposed of appropriately and securely.

Suspect breach

If we suspect that data has been accessed unlawfully which could result in discrimination, reputation damage, financial loss or loss of confidentiality 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 and investigate how it happened and adjust our policies and procedures accordingly to make sure it doesn't happen again.

Staff, Volunteers and Trustees

We will also request information from staff, volunteers and trustees to comply with Ofsted regulations and employment law. Some of this will be personal data which we will process according to the seven principles listed above.

This policy was accepted at a meeting of St Joseph's Preschool Trustees

Policies will be reviewed each academic year

This policy will be reviewed sooner if there is a change to legislation or guidance which may affect it.