



Data Protection and Privacy Policy

As a setting we are required by law and in accordance with The Early Years Foundation Framework to collect and hold certain personal information/data on staff, parents and children. We will ensure that the data that we collect will be processed fairly and lawfully and collected for specified, explicit and legitimate purposes. We will not collect more personal information than is necessary and it will be destroyed appropriately after the legally required time.

Personal information/data will be collected and held after receiving an open and transparent consent when completing a registration form. Data may include the following:-

- Names
- Postal addresses
- Telephone numbers
- Email addresses
- Dates of birth
- Ethnic origins
- Signatures
- Medical conditions/allergies

Parents/staff have several rights where their personal data is concerned.

The right to be informed

of what data is being collected, what we will do with this information, what we are doing with it and who it will be shared with.

The right of access

Parents and staff can request to have access to their own data at anytime

The right to rectification

Personal data must be rectified if it is incorrect or incomplete

The right to erasure

Otherwise known as the right to be forgotten. Individuals can request the deletion of their data when there is no compelling reason for its continued use

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The right to restrict processing

Parents and staff can object to the processing of their data.

The right to data portability

Data needs to be able to be transferred from one IT system to another if necessary and when requested.

The right to object

Parents and staff can object to their data being used for certain activities. If an objection occurs we must demonstrate legitimate reasons for processing this data.

There may be instances in line with our safeguarding and child protection policies when certain personal information may be shared with other outside agencies. We may also share information with other settings.

Personal information/data stored electronically is password protected on a secure device. Information held on paper is kept in files and kept securely behind a locked door.

A summary of the data collected, why it is collected, who the data may be shared with, how it is stored and destroyed and how long it is retained for, can be found on the GDPR folder in the office.