

DATA PROTECTION & INFORMATION SHARING/SECURITY POLICY

Statement of intent

Impstone & Cherry Trees Preschool's intention is to respect the privacy of children and their families, ensuring that they access high quality preschool care and education, and that all documentation and data is kept appropriately as required by the Data Protection Act 1988.

Aims

Impstone & Cherry Trees Preschool aims to ensure that:

- All parents/carers can share information with the Preschool in the confidence that it will only be used to enhance the welfare of the children.
- All parents understand what information is held about their child, how it is kept, who may have access to it and what their rights are to see it.

Methods

Impstone & Cherry Trees Preschool only uses information about a child to enhance the welfare of that child. Please see also our confidentiality policy and the section on our Registration Form on image consent.

Information held

- Impstone & Cherry Trees Preschool holds information on children to support their development, monitor their progress, provide appropriate care and assess how well the setting itself is doing. This includes completed settling in paperwork and registration forms (inc contact details), details of any special educational needs/disability, details of any medical conditions, attendance information and some characteristics such as ethnic group. (Parent/carer data supplied will also be kept on record by the setting).
- We record only information that we really need, for practical purposes (eg contact details, medical conditions) and for admin purposes (eg funding claims).
- Notes may be kept eg a safeguarding register, where there may be concern about a child's welfare.
- Impstone & Cherry Trees Preschool also holds information on staff, volunteers and committee members (eg qualifications, personal info & emergency contact details, DBS check results & numbers).
- We hold information of daily attendance of children and adults.
- We hold records and documentation for the purposes of maintaining our business.

How information is kept

- We keep the information secure. Records are only accessible to those who have a right or a professional need to see them. Personal data required to be kept at Preschool will be kept in our Preschool Cloud, with funding forms held in the lockable office. Data held out of preschool (eg accessible via the cloud) will be kept secure. Care is taken with moving information whether by email (email documents only to other committee members, staff or School staff who have a need to know) or physically (files/papers/phones are held securely at committee

members' homes and returned directly to secure places after photocopying, meetings etc). Committee meeting minutes are likely to contain personal data so are treated as confidential.

- We regularly review the amount of information held. After the end of each term and after a child leaves the preschool in mid-term, we review data held on that child and data is destroyed except for a reasonable period of time after the child leaves (eg 7 years) and except where we are required to continue to hold it (eg retain documents for 7 years after last funding claim is made).
- We ask parents' permission on the Registration Form before taking photos of children for any use.
- We destroy records securely. Paper records are deposited in the recycle bin at Preschool after being shredded. Computer records are deleted including on back-up discs once they reach their end of retention period.
- Responsibility for data protection/information security is allocated to the setting Manager.

Who may have access to information

The Preschool will, in general, only disclose data about individuals with their consent. However, there are circumstances under which the Preschool may need to disclose data without explicit consent for that occasion.

- Preschool transfers information as required to enhance the welfare of the child eg to school.
- Preschool is sometimes required to pass on information to agencies such as Hampshire County Council, the Department for Children, Schools and Families (DCSF) and Ofsted.
- Information may be shared with specialist agencies eg regarding special educational needs/disability or behavioural issues.
- Other supporting bodies eg health visitors may visit with the agreement of both the Preschool and the parent.
- Children have rights under the Data Protection Act 1998, including a general right to be given access to personal data held about them. Preschool will pass information on children to parents ie those with legal responsibility/access.
- Where there are concerns about a child's welfare, information may be shared with safeguarding agencies without prior consent. Only authorised staff will be allowed to make external disclosures of personal data. Such data will only be made available where the person requesting the information is a professional legitimately working with the Preschool. *See also our safeguarding policy.*
- The Charities Commission requires general info on Preschool's activities.
- Staff data is disclosed to relevant authorities eg to HMRC in respect of payroll matters.

Rights to see information

All staff and other individuals have the right to access any personal information which is being processed or stored and is directly relevant to them. Similarly, all parents or individuals with legal responsibility for a child have the right to access information held which relates to themselves or their child.

- We make parents/staff aware that they can see their records and provide details of the procedure as requested.
- Under the procedure, if Preschool receives a written request from a data subject to see any or all personal data that is held about them (a 'Subject Access Request'), Preschool will

respond within 14 days. Informal requests to view or have copies of personal data will be dealt with wherever possible at a mutually convenient time but, in the event of any disagreement over this, the person requesting the data will be instructed to make their application in writing.

- There must be absolute clarity that the individual requesting sight of the data has the right to do so
 - the individual must be told whether any personal data is being processed or stored.
 - the individual must be given a description of the personal data, the reasons it is being processed and/or stored, and whether the information will be, or has been given to any other organisation or persons.
 - the individual must be given a copy of the information.
 - the individual must be given details about the source(s) of the information.
 - the request must be dealt with within reasonable time limits but within 40 calendar days of a specific request and the receipt of any appropriate fee which Preschool retains the right to charge.

Compliance with the Data Protection Act 1988:

We adhere to the 8 principles of good information handling and ensure that data is:

1. Fairly and lawfully processed
2. Processed for limited purposes
3. Adequate, relevant and not excessive
4. Accurate and up to date
5. Not kept longer than necessary
6. Processed in accordance with individuals' rights
7. Secure
8. Not transferred to countries outside the EU.

We are aware of our responsibilities under the Data Protection Act 2018 and the Freedom of Information Act 2000. We are registered with the Information Commissioner's Office which can provide further information (helpline 0303 123 1113 or online at www.ico.org.uk.) Please see also details on the privacy notice supplied when a child starts to receive funding.