Data Protection Policy

The preschool will comply with:

The terms of the 2018 Data Protection Act, GDPR (2018) and any subsequent relevant legislation, to ensure personal data is treated in a manner that is fair and lawful. Information and guidance displayed on the Information Commissioner's website (www.dataprotection.gov.uk).

Data Gathering

All personal data relating to staff, pupils or other people with whom we have contact, whether held on computer or in paper files, is covered by the Act. Only relevant personal data will be collected and the person from whom it is collected will be informed of the data's intended use and any possible disclosures of the information that may be made. Our on-entry paperwork requests permissions for parents to hold their information and explains the way we will use it.

Data Storage

Personal data will be stored in a secure and safe manner. Electronic data is protected by standard password and firewall systems operated by the preschool. Computer workstations in administrative areas are positioned so that they are not visible to casual observers. Manual data will be stored where it not accessible to anyone who does not have a legitimate reason to view or process that data. Particular attention is paid to the need for security of sensitive personal data.

Data Checking

The preschool issues regular reminders to staff and parents to ensure that personal data held is up-to-date and accurate. Any errors discovered would be rectified and, if the incorrect information has been disclosed to a third party, any recipients informed of the corrected data.

Data Disclosures

Personal data will only be disclosed to organisations or individuals for whom consent has been given to receive the data, or organisations that have a legal right to receive the data without consent being given. When a request to disclose personal data are received by telephone, we recognise it is our responsibility to ensure the caller is entitled to receive the data and that they are who they say they are. It is advisable to call them back, preferably via a switchboard, to ensure the possibility of fraud is minimised. If a personal request is made for personal data to be disclosed, we recognise it is again our responsibility to ensure the caller is entitled to receive the data and that they are who they say they are. If the person is not known personally, proof of identity should be requested. When requests from parents or children for printed lists of the names of children, which are frequently sought at

Christmas/birthdays, we give only first names Personal data will not be used in newsletters, websites or other media without the consent of the data subject. Personal data will only be disclosed to Police Officers if they are able to supply a specific, legitimate need to have access to specific personal data. A record should be kept of any personal data disclosed so that the recipient can be informed if the data is later found to be inaccurate.

Subject Access Requests

If the preschool receives a written request from a data subject to see any or all personal data that the preschool holds about them this should be treated as a Subject Access Request and the preschool will respond within the one-month deadline. Informal requests to view or have copies or 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 and the preschool will comply with its duty to respond within the one month time limit.

Reviewed by Samantha Willers