10.1 GDPR Policy

Data Protection Privacy Statement

Sharing information with others

As a pre-school for us to collect personal information about you and your child. Sometimes we have confirm or share information with other organisations. If we need to do this, we will make it clear to you on the forms you complete giving us the information. We will inform you before sharing any of yours or your child’s information.

In some cases a third-party organisation, such as a funding body, may require you to sign an agreement to allow your information to be shared e.g on a funding form. Please read all paperwork thoroughly before signing, so that you know exactly how your information will be used.

Information

We will make sure that the information about you is accurate and up to date when we collect or use it. You can help us with this by keeping us informed of any changes to the information we hold about you.

Information security

We will keep information about you and your child secure. We will protect your information against unauthorised change, loss or theft. All information collected on paper forms is kept locked away. All computers and tablets are password protected.

Keeping information

We will hold information about you and your child for as long as the law says. After this, we will dispose of it securely.

Openness

We will tell you what kinds of information we hold and what we do with it.

Access and correctness

Whenever possible we will let you see the information we hold about you and correct it if it is wrong.

In general

We will comply with the Data Protection Act (DPA) 1998 and General Data Protection Regulation 2018 (GDPR) and any subsequent legislation on information handling and privacy. We will do this through Hadleigh Parkside Pre-School’s Data Protection Policy. We will support you with any questions or problems that you may have with the Data Protection Act 1998, General Data Protection Regulation 2018, the Human Rights Act 1998 or the Freedom of Information Act 2000. If we cannot help you, we will give you advice on where to get the information you may need.

Our Commitment

We will only collect information that is necessary for what we do. We will be fair in the way we collect information about you. We will tell you what we intend to do with the information about you. Where possible, we will collect information directly from you. If we collect information about you from someone else, we will make sure you know what information we hold on you, where possible and legal.

Types of information we collect

Yourself and your child’s full name

 Your work address and telephone number

 Your child’s date of birth

 Yourself and your child’s religion and nationality

Photographs of yourself, your child and any emergency contacts

Your address

 Your contact numbers and addresses of your emergency contacts

 Your email address

 Your child’s medical conditions

 In some cases, your National insurance number.

Any court order information relating to yourself or your child

 Birth certificate or passport number including date of issue

Whilst your child is with us we store information regarding:

 Ongoing progress and development records

 Photographs of them

 Accident records

 Medical records

 Any relevant Safeguarding/ Child protection information (including photos if necessary)

General Data Protection Regulation (2018)(GDPR) compliance In order to meet our requirements under GDPR we will also undertake the following:

- We will ensure our terms & conditions, privacy and consent notices are easily accessed/made available in accurate and easy to understand language

- We will use your data only for the reasons agreed and only contact you as agreed. We will not share or use your data for other purposes

- Everyone in our nursery understands that people have the right to access their records or have their records amended or deleted (subject to other laws and regulations). Staff and volunteer information

- All information and records relating to staff will be kept confidentially in a locked cabinet ,Individual staff may request to see their own personal file at any time.

Adaptions

Emails must only be sent by management unless staff are informed to do so in emergency situations.

All emails must be sent out individually if involving more than one family.

All staff must complete a GDPR online course to ensure they are up to date with the knowledge and importance of GDPR.

In the event of a breach of GDPR the setting will take the appropriate measures in relation to the situation and severity of the breach.

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| This policy was adopted by | Hadleigh Parkside pre-school | *(name of provider)* |
| On | March 2024 | *(date)* |
| Date to be reviewed | March 2025 | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory | Chloe Bambridge |
| Role of signatory (e.g. chair, director or owner) | Manager |