



## **Data Protection Policy**

Updated September 2024

The purpose of this policy is to ensure that the nursery complies with data protection laws and that all personal and sensitive information relating to children, staff, families, and visitors is processed securely and responsibly. The nursery is committed to maintaining the confidentiality, integrity, and security of all personal data in accordance with the General Data Protection Regulation (GDPR) and other relevant legislation. This policy applies to all nursery staff, volunteers, management, and any third parties who process or handle personal data on behalf of the nursery. It covers all personal data, both digital and paper-based, including but not limited to children's, staff's, and families' information.

### **Data Protection Principles:**

The nursery is committed to processing personal data in accordance with the following data protection principles:

#### **Lawful, Fair, and Transparent Processing:**

Personal data will be processed lawfully, fairly, and in a transparent manner. Individuals will be informed about how their data will be used, and their consent will be obtained where necessary.

#### **Purpose Limitation:**

Personal data will be collected for specified, legitimate purposes and will not be further processed in a manner incompatible with those purposes.

#### **Data Minimisation:**

The nursery will ensure that personal data is adequate, relevant, and limited to what is necessary for the purposes for which it is processed.

#### **Accuracy:**

Personal data will be kept accurate and, where necessary, up to date. Steps will be taken to ensure that inaccurate data is rectified or erased without delay.

#### **Storage Limitation:**

Personal data will be kept in a form that permits identification of individuals for no longer than necessary for the purposes for which the data was collected.

#### **Integrity and Confidentiality:**

Personal data will be processed securely, including protection against unauthorised or unlawful processing, accidental loss, destruction, or damage.

**Accountability:**

The nursery will be responsible for ensuring compliance with data protection laws and this policy and will be able to demonstrate compliance.

**Types of Personal Data Collected:**

The nursery may collect the following types of personal data:

**Children's Personal Data:**

- Name, date of birth, contact details, medical information (e.g., allergies, medical conditions), emergency contacts, attendance records, and any other relevant information needed to provide care.

**Staff Personal Data:**

- Name, address, contact details, qualifications, employment history, payroll information, and any other personal details necessary for employment.

**Parents and Guardians Personal Data:**

- Name, address, contact details, emergency contacts, and any other information required to communicate with and support the child's care.

**Visitor Data:**

- Names and contact information for any visitors, including contractors, inspectors, or others, when required for security or monitoring purposes.

**How Personal Data Is Collected:**

Personal data may be collected in the following ways:

- Directly from individuals (e.g., children's parents/guardians, staff members) through forms, applications, or verbal communications.
- From external sources, such as medical professionals (with appropriate consent) or emergency contact information.
- Through the nursery's systems or technology (e.g., registration forms, attendance logs, monitoring tools).

**Use of Personal Data:**

The nursery will use personal data for the following purposes:

**Children's Data:**

- To provide appropriate care and education, including meeting health and safety requirements.

- To maintain accurate records for legal, health, and regulatory purposes.
- To communicate with parents/guardians about their child's progress, attendance, and any emergencies.

#### **Staff Data:**

- For payroll, HR management, and ensuring compliance with employment laws.
- For performance management, training, and development purposes.

#### **Parent/Guardian Data:**

- To communicate about their child's attendance, progress, and any emergencies.
- To ensure the safety and well-being of children in the nursery.

#### **Visitor Data:**

- To manage access to the nursery and ensure security for staff, children, and visitors.

#### **Data Retention:**

Personal data will only be retained for as long as it is necessary for the purposes for which it was collected. Once personal data is no longer required, it will be securely destroyed.

- **Children's Data:** Retained for as long as the child is enrolled at the nursery and for a period afterward in accordance with legal and regulatory requirements.
- **Staff Data:** Retained during employment and for a specified period after the end of employment to meet legal obligations.
- **Parent/Guardian and Visitor Data:** Retained for as long as necessary for communication and operational purposes and securely disposed of once no longer required.

#### **Data Security:**

##### **Physical Security:**

Personal data, especially paper records, will be stored in locked cabinets or secure areas. Access to these records will be limited to authorised personnel only.

##### **Digital Security:**

Digital data will be stored in secure, encrypted systems with appropriate access controls (password protection, user authentication). Computers and devices used for processing personal data will be secured with passwords and, where possible, encryption.

##### **Staff Training:**

All staff members who handle personal data will be trained on data protection practices, including how to handle data securely, recognise potential threats to data security, and report security incidents.

##### **Incident Reporting:**

In the event of a data breach or suspected breach, the nursery will act immediately to contain the breach, assess the impact, and notify affected individuals, if necessary, in line with legal requirements.

## **Data Subject Rights:**

### **Access to Data:**

Individuals have the right to request access to the personal data the nursery holds about them. Requests should be submitted in writing, and the nursery will respond within the legal time frame.

### **Rectification:**

Individuals have the right to request that inaccurate or incomplete personal data be corrected or updated.

### **Erasure:**

Individuals may request the erasure of their personal data, subject to certain legal conditions. This may include when data is no longer necessary for the purposes it was collected for or if consent is withdrawn.

### **Restriction of Processing:**

Individuals have the right to restrict the processing of their data in certain circumstances, such as when they contest the accuracy of the data or object to its processing.

### **Data Portability:**

Individuals may request a copy of their data in a commonly used, machine-readable format to transfer to another service provider.

### **Objection:**

Individuals have the right to object to the processing of their personal data for specific purposes, such as direct marketing.

## **Data Sharing and Third-Party Processors:**

### **Sharing of Data:**

The nursery will not share personal data with third parties unless it is necessary for the operation of the nursery (e.g., sharing information with emergency services, regulatory bodies, or contractors with a legitimate need).

### **Third-Party Processors:**

Where third parties are used to process personal data on behalf of the nursery (e.g., IT service providers), appropriate contracts will be in place to ensure that these parties comply with data protection regulations.

The nursery is committed to maintaining the highest standards of data protection and ensuring that all personal data is processed lawfully, securely, and responsibly. This policy serves as a guideline for all staff to ensure the privacy and security of personal data are always upheld.

**Review of Policy:**

This policy will be reviewed annually (September 2025), or as needed, to ensure that it remains relevant and effective in meeting the evolving needs of the children, families, and staff within the nursery.

| <b>Name:</b>   | <b>Position:</b>      | <b>Signed:</b> | <b>Date:</b> |
|----------------|-----------------------|----------------|--------------|
| David Birkbeck | Owner                 |                |              |
| Kayleigh Tydd  | Director              |                |              |
| Greg Bamber    | Nominated Individual  |                |              |
| Zoe Tydd       | Manager & DSL         |                |              |
| Abbie Lloyd    | Deputy Manager        |                |              |
| Jade Radcliffe | Second Deputy Manager |                |              |
| Pamela Lear    | Practitioner          |                |              |
| Diane Jones    | Practitioner          |                |              |
| Emily Gautrey  | Practitioner          |                |              |
|                |                       |                |              |
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