

Policy Name	Data Protection
Date Issued	December 2022
Author / Owner	Hagbourne Pre-School

Statement of Intent

Hagbourne Preschool is required to collect, process and retain certain types of information in order to comply with the relevant legislation relating to our business.

Individuals associated with our setting have a right to expect that their personal data is treated lawfully and respectfully.

Aim

To ensure we adhere to the principles of the General Data Protection Regulations (GDPR) 2018 and subsequent UK guidelines for the collection and processing of personal data.

This personal data must be handled in an appropriate manner, whether in paper form or online, to protect the privacy for those which it concerns.

Method

GDPR principles (Article 5) dictates that all personal data will be:

1. Processed lawfully, fairly and in a transparent manner in relation to individuals.
2. Collected for specified and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary.
4. Accurate and, where necessary, kept up to date; previous then inaccurate data will be destroyed.
5. Kept for no longer than is necessary for the purposes for which the personal data is required; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes.
6. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.
7. The appointed Data Protection Lead for our setting shall be responsible for, and be able to demonstrate, compliance with the principles.

RESPONSIBILITIES

- We are registered with the Information Commissioner's Office – Registration Number: ZB444519
- We have an appointed Data Protection Lead for our setting. The Chair for the committee will be the designated person and responsibilities include the provision of privacy statements, updating this (and related) policies on an annual basis, undertaking an annual audit of our data protection systems and processes, monitoring staff and committee with regards to appropriate handling of data and ensuring systems are in place to maintain the accuracy of the data we hold.
- We will provide privacy notices to parents and staff that detail how we:
 - Meet the GDPR regarding the collection of their personal data;
 - Collect and process only appropriate data and maintain its accuracy
 - Ensure those associated with our setting are fully communicated to regarding their right of access to their personal information, their right to withdraw consent (where given)
 - Share information, and with whom we may share and the circumstances for doing so; and
 - Store both current and historical data.
- Staff and committee members will receive training which includes the handling of personal data.
- Breaches of data protection by staff may lead to disciplinary action being taken by our setting.

- A review of our processes is carried out annually by the Data Protection Lead and Pre- School Manager.
- Our IT and electronic devices are password protected to prevent unauthorised contact
- Parents and staff within our setting have a right to know that the data shared with us will be regarded as confidential, as well as to be informed of the circumstances when, and the reasons why, we may be obliged to share information either with or without consent.
- We are obliged to share information without authorisation from the person who provided it, or to whom it relates, when:
 - There is evidence that a child is suffering, or is at risk or suffering, significant harm;
 - There is reasonable cause to suspect that a child may be suffering, or is at risk of suffering, significant harm;
 - It is to prevent a crime from being committed or to intervene where one may have been; and/or
 - Not sharing the information could be worse than the outcome of having shared it.
- Parents and staff have a right to access their personal data and request that any inaccurate data is rectified and/or deleted. All such requests to access the information held on an individual should be made to the Data Protection Lead.
- If parents and staff have concerns relating to the way personal data is handled this should be raised in the first instance with the Data Protection Lead for our setting.
- If you are still dissatisfied after raising your concern you make a complaint to the Information Commissioner's Office (ICO) by writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via their website ico.org.uk

This policy was reviewed and updated (where required) on 17th January 2024 (date)

Reviewed/updated by Sophie Garland (Chairperson)

Reviewed/Updated by Sheila Bayliss (Manager)