



Happy Valley Pre-School Ltd General Data Protection Regulation (GDPR) **2018**



Purpose of policy

To ensure that where information is stored, or processed steps are taken to ensure that this information is stored or processed in accordance with the GDPR regulations.

Principles

1. We will always have a lawful reason for collecting personal data and it will be in a fair and transparent way.
2. We will only use data for the reason it is initially obtained
3. We will not collect any more data than is necessary
4. All data will be accurate and there will be mechanism in place to keep it up to date.
5. We will not keep it any longer than needed
6. We will protect personal data.

Who is responsible

It is the responsibility of all members of staff to ensure that personal information about children, parents and carers and colleagues is not shared with individuals outside the setting. The Designated controllers have overall responsibility to ensure all personal information is kept safe and secure and in compliance with the GDPR.

Happy Valley Preschool Designated Data Controllers are Mrs Karen Wardle
and
Mrs Ellen Baker.

Happy Valley Pre-school collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable it to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the school complies with its statutory obligations.

Happy Valley Preschool is registered, as a Data Controller, with the Information Commissioner's Office (ICO) detailing the information held and its use. These details are available on the ICO's website. <http://ico.org.uk>.

Information that we collect, hold and share include:

- Personal information (Such as name, address date of Birth, medical and allergies)
- Characteristics (Ethnicity, language nationality, country of birth)
- Attendance information (Such as sessions attended, number of absences and absence reasons)
- Parents information such as name address telephone numbers, Dob and NI numbers
- Staff/ student information such as name address telephone numbers, Bank details, NI number and qualifications.



Other information including:

- Accident Records
- Incident Records
- Administration of Medication Records.
- SEN Records.

Why we collect and use this information

We use the data:

- To support teaching and learning
- To monitor and report progress
- To provide appropriate pastoral care
- To access the quality of our service
- To comply with the law regarding data sharing.

Where we store our data.

Paper: Paper copies of personal information are stored in a locked filing cabinet which has limited access to staff members and no access for other parents.

Computer: Any information that is stored on the computer will be held in accordance with the GDPR regulations. Parents will be asked permission to store their personal details on computer when registering their children. Access to information stored on computer is limited to staff members, all setting computers are password encoded and only management are in possession of the password. If any parent would like access to their information stored on computer, then they must be accompanied by a member of staff who will display only the requisite information and will remain in the room with the parent to ensure data protection for all other families.

Mobile Phones: Happy Valley Preschool Ltd ask that parents give us permission to store a contact number in the setting mobile phone, this is to ensure that when the setting is escorting the children on trips and outings, in case of an emergency where a landline is not available, and for the purpose of texting service a contact number is available for all parents and carers. Parents will be asked for their permission when registering their child. Parents should be aware that the Mobile phone is password protected and only staff members have access to the mobile phone.

Emails: Any information sent to us by email is only accessible to the managers and administrator. Once the information is collaborated the email will be deleted and recycle bin will be emptied.



Retention Period of Storing Data.

<u>Children's Records</u>	<u>Retention Period</u>	<u>How it will be disposed</u>
Registration Forms/ Data base (computer)	6 months after child has left the provision.	Cross cut shredder/ deletion from computer
Medical/ Accident (excluding head injury)	6 months after child has left the provision.	Cross cut shredder
Children's development record/ trackers (computer)	6 months after child has left the provision.	Cross cut shredder/ deletion from computer
Waiting List	To be deleted once they are reception age	Deletion from Computer/ paper copies to be shredded

Regarding any other data, we will abide by the requirements set by government organisations regarding retention periods.

Who we share data with

We routinely share personal data with:

- Schools that the children attend after leaving us
- Our Local Authority (Funding places, EL2 places, SEN)
- Department for Education (DfE)
- HMRC

Why we share data:

We do not share personal data with anyone without consent unless law and our policies allow us to do so.

We share personal data with the DfE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example ; via the school census) go to <http://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Giving Consent

You will always be asked to complete a Privacy notice giving us permission for your personal data to be shared and stored as stated above, and we will ensure you are fully aware that you can withdraw your consent at any time.

Breach Notification

If any of the above requirements are breached, we are obligated to notify the Information Commissioner Office (ICO) within 72 hours from being aware of the breach.



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This policy was reviewed and checked on:

February 2020

Signed on behalf of the Pre-School:

(Pre-School Director)

Next Review:

February 2021

Reviewed:

Signed on behalf of the Pre-School:

(Pre-School Director)

Next Review:
