



## Data Protection Policy

The ACE Nursery School and ACE Day Nursery ("ACE", "we" or "our") data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

In order to provide an early years and childcare service and comply with legislation, we need to request information from staff, committee members, volunteers, students, parents/carers about their child/ren and family, and other individuals who come into contact with ACE. Some of this will be personal data (which is defined as data relating to a living individual who can be identified from that data).

ACE takes the privacy of families seriously and in accordance with the General Data Protection Regulation 2018 ("GDPR") we will process any personal data according to the seven principles below:

1. We must have a lawful reason for collecting personal data and must do it in a fair and transparent way. We will be clear about what data we are collecting and why.
2. We must only use the data for the reason it is initially obtained. This means that we may not use a person's data to market a product or service to them that is unconnected to the reasons for which they shared the data with us in the first place.
3. We must not collect any more data than is necessary. We will only collect the data we need to hold in order to do the job for which we have collected the data.
4. We will ensure that the data is accurate, and ask parents to check regularly to confirm that the data held is still accurate.
5. We will not keep data any longer than needed. We must only keep the data for as long as is needed to complete the tasks it was collected for.
6. We must protect the personal data. We are responsible for ensuring that we process and store it securely.
7. We will be accountable for the data. This means that we will be able to show how we are complying with the law.

## **Procedure (how we put the statement into practice)**

We have registered with the Information Commissioner's Office, the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

We ask staff, committee members, volunteers, students and parents for personal data about themselves, and also in the case of parents about their child/ren, in order to deliver a childcare service. We are required to hold and use this personal data in order to comply with the Statutory Framework for the Early Years Foundation Stage (2017), as well as requirements set out by Ofsted, the Department for Education, Cambridgeshire County Council and to comply with employment law as well as HM Revenue & Customs requirements.

All staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities as set out in this policy.

We expect staff, committee members, volunteers, students and parents to keep private and confidential any sensitive information they may learn about children, families and staff attending the setting, unless it is a child protection issue.

We hold staff personnel records relating to their job, qualifications, length of service, salary, training record, assessments etc. as well as personal information we require in order to run the monthly payroll.

Sometimes it is necessary to process information about a person's criminal convictions to ensure ACE is a safe place for everyone. Accordingly staff, some volunteers/students and all committee members will be asked to give consent for ACE to process such information. Offers of employment, volunteering or membership of the committee may be withdrawn if an individual refuses to consent without good reason.

In addition we hold personal data relating to the ACE bursary fund, including a list of donors, history of donations made and/or correspondence with potential donors as well as contact details.

## **Subject access**

Parents have the right to access records about their child at any time, subject to any Child Protection restrictions. Similarly, staff, committee members, volunteers, students and donors have the right to access personal data held on them at any time. This will be provided without delay and no later than one month after the request, which should be made in writing. We will ask parents to regularly check that the data is correct and update it where necessary.

## **Storage**

We keep all paper based records about children and their families, staff, volunteers, students, committee members and donors securely in a lockable filing cabinet.

We keep records relating to individual children on ACE computers, digital cameras and tablets. We store the information securely, for example in password protected computers, devices or files where possible, or by putting the devices in a lockable cabinet when not in use. Backup files are stored on an external hard drive, which is usually kept offsite and is transported/kept in a locked box. Antivirus protection software is in place.

## **Information sharing**

We are expected to share information with other childcare providers if a child also attends another setting.

We are also required to share information with Cambridgeshire County Council in regards to the childcare and early years entitlements.

In addition, we are sometimes asked to share information with schools as part of the transition process when a child leaves ACE.

We will not share any information with anyone without parents' consent, unless there is a child protection concern.

We share relevant payroll information with the external bureau we employ to assist in preparation of the ACE payroll.

Ofsted may require access to our records at any time.

## **Record keeping**

We record all accidents in an accident folder.

We will inform Ofsted, the local child protection agency and the Health and Safety Executive of any significant injuries, accidents or deaths as soon as possible.

We record all significant incidents and we will share these with parents so that together we can work to resolve any issues.

We will only share information if it is in a child's best interests to do so. For example, in a medical emergency we will share medical information with a healthcare professional. If we are worried about a child's welfare, we have a duty of care to

follow the Local Safeguarding Children Board procedures and make a referral. Where possible we will discuss concerns with parents before making a referral.

## Safe disposal of data

We are required by law to keep some data for a period of time after a child, member of staff, committee member has left the setting. See the attached record retention periods for further information. We review retained records approximately once per year to ensure that any data is disposed of appropriately and securely.

## Suspected breach

If we suspect that data has been accessed unlawfully, we will inform the relevant parties immediately and report it to the Information Commissioner's Office within 72 hours. We will keep a record of any data breach.

**Policy adopted on: 9 May 2018**

**Policy due for review in: Summer Term 2019**

**Signed on behalf of ACE Nursery School: Sarah Ransome**

This policy supports the following safeguarding and welfare requirements:

England: Meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements -Information and Records.

I confirm I have read and understood the ACE Data Protection Policy:

First parent name	
Parent signature	
Date	
Second parent name	
Parent signature	
Date	