

This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the GDPR 2018, and other related legislation, it will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically.

The aim of this policy is to ensure that parents understand their right to see information held about their child, and to ensure that parents understand what information is kept and who may have access to it.

All staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities by adhering to these guidelines. We hold information on children to support their development, monitor their progress and provide appropriate care.

This information includes contact details, personal assessment data, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. Additionally, information is held on parents and staff relevant to the operation of the Preschool.

All paperwork is kept in a locked cupboard and only appropriate people can access it.

All computers are password protected.

Early year's settings are sometimes required to pass on some information to other groups such as

• Local Authorities (LA 'S) • Social care • Mash • Ofsted

Other supporting bodies' e.g. health visitors, children's centres may visit at the request of both the preschool and the parent.

Disclosure of information shall go ahead should the preschool become aware of any circumstances pertaining to the welfare of a child or a criminal activity, or similar.

At this stage, we are aware that information can be shared without consent. Information retained is not shared with other companies for marketing purposes nor with outside bodies who have no connection to the effective running of Busy Otters.

What is personal information?

Personal information or data is defined as data which relates to a living individual who can be identified from that data, or other information held.

Data Protection Principles

To act responsibly and legally, any data stored shall be retained following the principles laid down in the GDPR 2018 guidelines. These state that information must be;

1. Fairly and lawfully processed in a transparent way
2. To only use Data for the reason it is initially obtained
3. Adequate, relevant and not excessive
4. Accurate and, where necessary, kept up to date
5. Not kept for longer than is necessary
6. Every effort is made to keep data secure

7. Accountability

For further advice please visit-
ico.org.uk

ICO Helpline 0303 123 1113

Signed.....Chantelle West.....(on behalf of the Committee)

SignedCarol Clarke.....(Manager)

Date.....15/01/2024.....

To be reviewed annually.