

GDPR Policy and Data Protection Policy

Data Protection Act 1998/ GDPR Regulations 2018

The nursery has a responsibility to maintain its records and record keeping systems. The General Data Protection Regulations govern the holding, lawful use, sharing, and destruction of any records.

The nursery is registered with Information Commissioners Office (ICO) and listed on the Data Protection Register as a user of private information and CCTV recording. The registration number is ZA0409030.

Parents give consent to the nursery holding of their and their child's data, by signing the Childcare Agreement. The nursery will maintain children's information during the time children are cared for by the nursery.

Lawful Basis

The lawful basis is for the performance of the Care Service Agreement, to meet our legal obligations, and Compliance with regulatory authorities. We also hold record CCTV to footage to safeguard children and our staff from allegations.

We hold the following data:

- a. Parents personal information, address, mobile, home tel, email address, NI number, DoB
- b. Child's information, Health, and development information
- c. Supplier information
- d. Historical emails
- e. CCTV footage
- f. Tapestry Child development information
- g. Child pictures taken on nursery iPads / Tablets for internal use and Tapestry

We process it by:

- a. Storing it on password protected nursery computers.
- b. Using emails to communicate with parents
- c. Using Tapestry to help with child learning and development analysis
- d. Need permission sheet from parents to agree to the data we hold about them and their children – The Privacy Notice
- e. If necessary, working with debt collection agencies to share the parent's data.
- f. We need to hold this data for the following lawful reasons:
- g. We need to manage our data to comply with needs to communicate with parents
- h. We need to collate child reports to indicate child progression
- i. We may need to pass parent data to outside agencies, such as debt collection, social services, Reading Borough Council, etc.

Parents can ask to see their records, and also can ask us to delete their child records.

Sharing Personal Data

We will assess each request on an individual basis, and ensure:

- Has a need to know the information
- Sharing the personal data complies with the privacy notice that has been provided to the data subject and, if required, the data subject's consent has been obtained
- The third party has agreed to comply with the required data security standards, policies and procedures and put adequate security measures in place

We may be required give information to outside agencies for child protection, EEE grants, or other lawful purposes. We may be required by the Police to share any CCTV footage to assist in crime investigations, or by safeguarding agencies.

We may use the parents information to assist with debt collection.

Data Subjects Rights and Requests

Personal data will be made available when asked. The Data Subject must give the request in writing and will be processed in 30 days.

Parents do not have access to CCTV footage for safeguarding other children and staff.

Retention Policy

You can sign a consent withdrawal form if you wish us to remove your data from our systems, but note that for some information, we will be unable to do so to meet legal compliance. When children leave the nursery, we are required by OFSTED, Health Protection, Insurance, and other agencies to maintain data for a period of time. We normally scan and destroy the originals.

We will hold the child data for a minimum period of 3 years to comply with auditing requirements. Some data may be held for up to 7 years to meet other regulatory authorities, such as HMRC. We limit data breaches by limiting access to the data on a need to know basis, and we have firewalls installed in our network.

CCTV footage is automatically deleted after one week or so.

Personal Data Breaches

Any breaches of data will be thoroughly investigated and the ICO informed if confirmed. The Data protection officers are the management team. We will never share the data internationally.

Direct Marketing / Social Media

The nursery will not give any data for marketing purposes. Any photo's shared on social media will be with the permission of the parent. Any video recording of events in the nursery will be with allowed with the positive permission of all the parents present.

Reviewed 15th July 2024