

WORLINGHAM PRE-SCHOOL

General Data Protection Regulation Policy:

Statement of intent

GDPR stand for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018.

GDPR states that personal data should be ‘processed fairly and lawfully’ and ‘collected for specified, explicit and legitimate purposes’ and that individuals’ data is not processed without their knowledge and are only processed with their ‘explicit’ consent. GDPR covers personal data relating to individuals. Worlingham Pre-School is committed to protecting the rights and freedoms of individuals with respect to the processing of children’s, parents/carers, visitors and staff personal data.

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

Worlingham Pre-School is registered with the ICO (Information Commissioners Office) under registration reference: ZA124804 and has been registered since 23rd June 2015. Certificate is displayed in our lobby along with our Ofsted and insurance certificates.

GDPR includes 7 rights for individuals:

1) [The right to be informed](#)

Worlingham Pre-school is a registered charity and childcare provider with Ofsted and as so, is required to collect and manage certain data. We need to know parent’s names, addresses, telephone numbers, email addresses, date of birth and National Insurance numbers. We need to know children’s full names addresses, date of birth and Birth Certificate number. For parent/carer’s claiming the free childcare entitlement we are requested to provide tis data to Suffolk County Council; this information is sent to the Local Authority via a secure electronic file transfer system.

We require to collect certain details of visitors to our pre-school. We need to know visitor’s names, telephone numbers and addresses and where appropriate company name. This is in respect of our Safeguarding and Health and Safety policies.

As an employer Worlingham Pre-School is required to hold data on its employees; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID such as passport and driver’s license, bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. This information is sent via a secure file transfer system to Atlantic Data for the processing of DBS checks.

Worlingham Pre-School uses Cookies on its website to collect data for Google Analytics, this data is anonymous.

2) [The right of access](#)

At any point an individual can make a request relating to their data and Worlingham Pre-School will need to provide a response (within 1 month). Worlingham Pre-School can refuse a request, if we have a lawful obligation to retain data i.e. from Ofsted in relation to the EYFS, but we will inform the individual

of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

3) The right to erasure

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However Worlingham Pre-School has a legal duty to keep children's and parent/carer's details for a reasonable time. Worlingham Pre-School retain these records for 3 years after leaving pre-school, children's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. Staff records must be kept for 6 years after the staff member leaves employment, before they can be erased. This data is archived securely on site and shredded after the legal retention period.

4) The right to restrict processing

Parent/carer's, visitors and staff can object to Worlingham Pre-School processing their data. This means that records can be stored but not be used in any way, for example reports or for communications.

5) The right to data portability

Worlingham Pre-School requires data to be transferred from on IT system to another; such as from Worlingham Pre-School to the Local Authority, to shared settings and to Tapestry Online Learning Journal. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

6) The right to object

Parent/carer's, visitors and staff can object to their data being used for certain activities like marketing or research.

7) The right not to be subject to automated decision-making including profiling

Automated decisions and profiling are used for marketing based organisations. Worlingham Pre-School does not use personal data for such purposes.

Storage and use of personal information

All paper copies of children's and staff records are kept in a locked cabinet and office in Worlingham Pre-School. Members of staff can have access to these files but information taken from the files about individual children is confidential and apart from archiving, these records remain on site at all times. These records are shredded after the retention period.

Information about individual children is used in certain documents, such as, a daily/weekly register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are shredded after the relevant retention period.

Worlingham Pre-School collects a large amount of personal data every year including; names and addresses of those on the waiting list. These records are shredded if the child does not attend or added to the child's file and stored appropriately.

Information regarding families' involvement with other agencies is stored both electronically on an external hard drive and in paper format, this information is kept in a locked filing cabinet and office. These records are shredded after the relevant retention period.

Upon a child leaving our Worlingham Pre-School and moving on to school or moving settings, data held on the child may be shared with the receiving school. Such information will be sent via the internal Suffolk County Council post service or via the Manager/deputy manager taking files to the school or parent/carer's may be sent a zip file to download if on Tapestry to take to new setting or school. For children attending school or new setting outside of Suffolk County Council the parent/carer will be given the data to deliver to the receiving setting or school.

Worlingham Pre-School stores personal data held visually in photographs or video clips or as sound recordings, unless written consent has been given. No names are stored with images in photo albums, displays on the website or on Worlingham Pre-School's social media sites e.g. face book page.

Access to all Office computers and Tapestry Online Learning Journal is password protected. When a member of staff leaves the company these passwords are changed in line with this policy and our Safeguarding Policy. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a locked filing cabinet.

GDPR means that Worlingham Pre-School must:-

- Manage and process personal data properly
- Protect the individual's rights to privacy
- Provide an individual with access to all personal information held on them

Please see the separate Pre-School Learning Alliance Retention periods for records information

This policy was adopted at a meeting of Worlingham Pre-school

Held on 6th November 2019

Signed _____
On behalf of the Management Committee/Proprietor

Name of Signatory (print) _____

Role of Signatory _____

Review Date November 2020