

BRANSTON PRE-SCHOOL CENTRE

DATA PROTECTION POLICY

The Data protection officer for Branston Pre School is Kelly Locke

Branston Pre School is registered with the IOC (information commissioners Office) under registration reference ZA248251 and has been registered since April 2017. Our certificate is on display in Branston Pre School information booklet located in the foyer.

The data protection officer, being the data controller in the terms of the Data Protection Act, has overall responsibility for ensuring that records are correctly processed. All staff within Pre School are aware of their duties and responsibilities in line with this policy.

Pre School is fully committed to compliance with the requirements of the Data Protection Act 1998 and General Data Protection regulation 2018. The Pre School will therefore follow procedures which aim to ensure that all employees, elected members, students, helpers of the Pre School who have access to any personal data held by or on behalf of the Pre School are fully aware of and abide by their duties under the Data Protection Act 1998 and General Data Protection regulation 2018.

Policy Statement

To operate efficiently Pre School has to collect and use information about people/children with whom it works. These may include members of the public, current, past and prospective employees, current, past and prospective committee members as well as parents and carers.

In addition it may be required by law to collect and use information in order to comply with requirements of central government.

This personal information must be handled and dealt with properly, however it is collected, recorded and used, and whether it be on paper in computer records or recorded by any other means, and therefore are safeguards within the Act to ensure this.

Pre School regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between Pre School and those with whom it carries out business and/or cares for. Pre School will ensure that it treats personal information lawfully and correctly.

Pre School fully endorses and adheres to the principles of the Data Protection as set out in the Data Protection Act 1998 and General Data Protection regulation 2018.

Data Gathering

All personal data relating to staff, children and their families or other people of whom we have contact, whether held on a computer or in paper files, are covered by the Act.

Only relevant personal data may be collected and the person from whom it is collected should be informed of the data's intended use and any possible disclosures of the information that may be made. (Record Keeping Policy)

Data Storage

Personal data will be stored in a secure and safe manner.

Pre School requires data to be transferred from one IT system to another: such as 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 data protection.

Electronic data will be protected by password and firewall systems.

Computer workstations are positioned in a designated area. Management and staff using the system will remain conscious of casual observers.

All children's personal storage trays & art work on display will only have first names on.

Manual data will be stored where it is not accessible to anyone who does not have a legitimate reason to view or process that data.

Particular attention will be paid to the need for security of sensitive personal data.

Strict checks are applied to determine the length of time information is held.

Data Checking

The Pre School will issue regular reminders to staff and parents to ensure that personal data held is up to date and accurate. In addition twice yearly during parents evening it is good practice of the Pre School to ensure contact details are current and correct.

Any areas discovered will be rectified and, if the incorrect information has been disclosed to a third party; any recipients will be informed of the correct data.

Data Disclosures

Data will only be disclosed to organisations or individuals for whom consent has been given to receive the data, or organisations that have a legal right to receive the data without consent being given (Safeguarding Policy) (Information Sharing Policy)

When requests to disclose personal data are received by telephone it is the responsibility of the Pre-School to ensure the caller is entitled to receive the data and they are who they say they are. It is good practice to call them back.

If a personal request is made for personal data to be disclosed it is again the responsibility of the Pre-School to ensure the caller is entitled to receive the data and that they are who they say they are. If the person is not known personally by the Pre-School, proof of identity must be requested. It may be necessary for the caller to request data in writing.

Requests for children's names for Birthday parties and Christmas card lists can be given by a member of permanent Pre-School staff. Note only children's first names should be given.

Separate parental consent is sought for group photographs of children prior to them being displayed or distributed. Consent should clearly identify the purpose for the photograph and its use as well as who will receive photos; this includes learning journeys.

Personal data will not be used in newsletters, website or other media without prior consent from the subject.

A record should be kept of any personal data disclosed so that the recipient can be informed if the data is later found to be inaccurate.

Restricted staff members of the Pre-School will access personal data on a need to know basis in the course of executing their duties. The qualified (level 3 or above) professional staff requiring such data is fully aware of the obligations the Pre-School has under the Data Protection Act, and they will only use the data for purposes for which it is collected.

Access Requests

If the Pre School receives a written request to see any or all personal data that the Pre School holds about them; should be treated as a Access request and the Pre School will respond within the required time.

Informal requests to view or have copies of personal data will be dealt with wherever possible at a mutually convenient time but, in the event of any disagreement over this, the person requesting the data will be instructed to make their application in writing and Pre School will comply with its duty to respond within the time limit.

The policy will be included in all staff inductions.

Data protection statements will be included on any forms that collect personal data.

CCTV

Images of people are covered by the Data Protection Act. The use of CCTV at the Pre School is covered by the Act, this is regardless of the number of cameras or how sophisticated the equipment is. (CCTV Policy)

Process of Visual Images

Pre School allows the taking of visual images in the form of photos, videos, or other means, in its Pre School activities. It is pertinent to point out that Pre School is only responsible for visual images taken by Pre School representatives. Persons taking visual images for personal use during a Pre School activity are held responsible for the use of such visual images.

Upon admittance of children into the Pre School, consent will be sort from parents/carers (Camera and Image Policy)

When a professional photographer is engaged by the Pre School, the Pre School shall ensure that the photographer understands data protection considerations

and that he/she is able to satisfy all responsibilities and obligations in accordance with the Data Protection Act. (Camera and Image Policy)

Retention of Personal Data

The Pre School does not hold data longer than necessary, having considered the purposes for processing. In this regard, all personal data relating to the children and their parents/carers will be held for the period for which the child attends the Pre School, except for records selected to be kept for record purposes, and statistical data. (Record Keeping Policy)

Legal Rights

Parents/Carers are entitled to be provided with;

- *Actual information processed about their child
- *A description form where this information has been collected
- *The purpose for processing such information
- *Details about the recipients to whom the data is disclosed
- *Knowledge of the logic involved in any processing of any data concerning the child

The request has to be made in writing duly signed by the parent/carer and addressed to the Manager. Requests concerning children are to be made by parents/legal guardians on behalf of the child.

Pre School aims to comply as quickly as possible with requests for access to personal information and will ensure that it is provided within a reasonable time, unless there is a good reason for delay. When a request for access cannot be met within a reasonable time, the reason will be explained in writing to the person making the request.

In the event that personal data proves to be incorrect, the parent/carer concerned may request to rectify, erase or not to use the information in question.

Individuals are informed of their right to complain to the ICO if they deem it necessary.