



PRE-SCHOOL

Seacourt Road, Thamesmead, London, SE2 9XB

Email: [toddleswood@outlook.com](mailto:toddleswood@outlook.com)

Website: [www.toddleswood.co.uk](http://www.toddleswood.co.uk)

Telephone: 020 8320 1900 or 07572344567

## **DATA PROTECTION POLICY**

In order to provide a quality Early Years and Childcare Service and comply with legislation, we will need to request information from parents/carers about their child and family. Some of this will be personal data.

We take families' privacy seriously, and in accordance with the General Data Protection Regulation (GDPR), we will process any personal data according to the seven principles outlined 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 for the purpose of completing a task/job for which we have collected the data for.
- 4.** We will ensure that the data is accurate and ask parents/carers to check annually and 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, and anyone else charged with using the data, processes and stores it securely.
- 7.** We will be accountable for the data. This means that we will be able to show how we (and anyone working with us) are complying with the law.

Parents/Carers are expected to keep any sensitive information they may have overheard/received regarding the setting or its children/families private and confidential, unless it is an issue of child protection, in which case, they should take the appropriate measure.

We ask parents/carers for personal data about themselves and their child/ren in order to deliver the best childcare service possible (see privacy notice). We are required to hold and use this personal data in order to comply with the statutory framework for the Early Years Foundation Stage, Ofsted, Department for Education and the Local Authority.

**Subject access:** Parents/carers have the right to inspect records about their child/ren at any time. This will be provided without delay and no later than one month after the request, which should be made in writing to the above address and addressed to The Senior Management Team. We will ask parents to annually check that the data is correct and update it where necessary.

If any of parents/carers or their child/ren's data changes within the year Parents/carers are required to inform us of these changes for records to be updated. Parents/Carers are required to inform the setting of any relevant data changes in order for records to be kept up to date.

**Storage:** We will keep all paper-based records about children and their families securely locked away.

We keep some records relating to individual children on our computers, externally and in cloud storage, including digital photos. We store the information securely, for example, in password-protected accounts and files, to prevent viewing of the information by others with access to the computer.

**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 Bexley Local Authority in regards to the Childcare and Early Years Entitlements.

We will not share any information with anyone without parents/carers' consent unless there is a child protection concern. Ofsted may require access to our records at any time.

**Record keeping:** We record all onsite/offsite accidents on individual accident forms which are stored in each child's record within their key working file. Any other individual forms or information for example, copies of the two-year check, conversations had with parents/carers, relating to the child/ren are also kept within these folders and securely locked away.

We will notify the appropriate officials of any accidents which may result in an insurance claim, e.g. an accident resulting in a doctor or hospital visit. These individuals will log and acknowledge receipt of the correspondence and forward the information to the company providing my public liability insurance policy to enable a claim number to be allocated.

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

We record all significant incidents on an individual accident/incident form and we will share these with parents/carers 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 you before making a referral.

**Safe disposal of data:** We are required by law to keep some data for some time after a child has left the setting. We will review stored data annually and 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 to the relevant officials within 72 hours. We will keep a record of any data breach.