



# Data protection policy

This policy was adopted by the Kingswood Pre-School Group on 07/02/2019  
Policy review date: 25/01/2022

Signed:----- Date:-----

(Hayley Roberts – Chairperson of Kingswood Pre-School Group)

## **Introduction**

Kingswood pre-school group is required to collect personal information for its employees, trustees, volunteers, children, parents and visitors. It is also necessary to process information so that staff can be recruited and paid, activities organised and legal obligations to funding bodies and government fulfilled. We intend to meet all the requirements of the Data Protection Act 1998 and the General Data Protection Regulations 2018 when collecting, storing, and destroying personal data.

To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, Kingswood preschool group must comply with the Data Protection Principles which are set out in the Data Protection Act 1998. In summary these state that personal data must be:

- obtained and processed fairly and lawfully;
- obtained for a specified and lawful purpose and not processed in any manner incompatible with that purpose; adequate, relevant and not excessive for that purpose;
- accurate and kept up to date;
- not be kept for longer than is necessary;
- processed in accordance with the data subject's rights;
- kept safe from unauthorised access, accidental loss or destruction;
- not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

All Kingswood pre-school group staff and volunteers who process or use any Personal Information must ensure that they follow these principles at all times. In order to ensure that this happens, KINGSWOOD PRE-SCHOOL GROUP has adopted this Data Protection Policy.

Any member of staff, trustee or volunteer, who considers that this policy has not been followed in respect of personal data about him/herself, should raise the matter with the Designated Data Controller initially. If the matter is not resolved it should be raised as a formal grievance.

## **Notification of Data Held and Processed**

All employees, trustees, volunteers, parents, and other members of the public have the right to:

- know what information Kingswood pre-school group holds and processes about them and why;
- know how to gain access to it;
- know how to keep it up to date;
- know what Kingswood preschool group is doing to comply with its obligations under the Act.

## **The Data Controller and the Designated Data Controllers**

Kingswood pre-school group as a registered charity is the Data Controller under the Act, and the organisation is therefore ultimately responsible for implementation. However, Designated Data Controllers will deal with day to day matters. Kingswood pre-school group's Designated Data Controllers are:

Katherine Ross – Pre-School Manager  
Tiffany Rookledge – Administrator

## **Personal Information**

Personal information is defined as any details relating to a living, identifiable individual. Within Kingswood pre-school group this relates to employees, attending children and their families, trustees, volunteers, members, clients and other members of the public such as job applicants and professional visitors. We need to ensure that information relating to all these people is kept securely and to the appropriate level of confidentiality.

The personal information collected from individuals could include;

- Their name
- Address
- Email address
- Telephone numbers- including those of emergency contacts
- Date of Birth
- Medical Information
- National Insurance number
- DBS numbers
- Observations of children's progress (learning journals)
- Children's reports, preschool or from outside professionals
- Photographs
- Family medical history (when necessary)

Kingswood Pre-School store personal data to comply with the statutory framework (EYFS, 2017); to deliver services to our families e.g. government funding; to employ suitable people for our setting.

## **Processing of Personal Information**

All staff and volunteers who process or use any Personal Information are responsible for ensuring that:

- Any Personal Information which they hold is kept securely;
- Personal Information is not disclosed either orally or in writing or otherwise to any unauthorised third party.

Staff and volunteers should note that unauthorised disclosure will usually be a disciplinary matter, and may be considered gross misconduct in some cases.

Personal information should be:

- kept in a locked filing cabinet; or
- in a locked drawer; or
- if it is computerised, be password protected; or
- kept on a storage device which is itself kept securely

## **Conversations and Meetings**

Information of a personal or confidential nature should not be discussed in a public area, in front of anyone that is not an employee of the pre-school. Pre-School employees should be aware of confidentiality at all times when discussions are taking place, either distancing themselves from the conversation, if it doesn't concern them, or, ensuring that their discussion is not overheard by others. All staff should respect the confidential nature of any information inadvertently overheard.

When meetings are being recorded it is important that only relevant information is written down. This must be carried out using the correct forms provided by the pre-school, notes must be written legibly and coherently. The written notes are then to be stored in a locked cupboard and shredded in a timely manner once the child/family have left the setting (1 year unless of a child protection nature).

## **Collecting Information**

Whenever information is collected about people, they should be informed why the information is being collected, who will be able to access it and to what purposes it will be put. The individual concerned must agree that he or she understands and gives permission for the declared processing to take place, or it must be necessary for the legitimate business of Kingswood pre-school group.

## **Publication and Use of Kingswood pre-school group Information**

Kingswood pre-school group aims to make as much information public as is legally possible. In particular information about Kingswood pre-school group staff, trustees and members will be used in the following circumstances:

- Kingswood pre-school group may obtain, hold, process, use and disclose information in connection with the administration, management and business activities of Kingswood pre-school group, including making and keeping lists of members and other relevant organisations
- Kingswood pre-school group may publish information about Kingswood pre-school group and its members including lists of members, by means of newsletters or other publications.

- Kingswood pre-school group may confirm to any third party whether or not any person is a member of Kingswood preschool group.
- Kingswood pre-school group may provide approved organizations that have the legal right with lists of names and contact details of members or other relevant organisations only where the members or other relevant organisations have given their consent.
- Kingswood preschool group may use information for anything ancillary or incidental to any of the foregoing.
- Names of, and a means of contacting, staff and/or trustees will be published within publicity leaflets and on the website.
- Photographs of key staff may be displayed at Kingswood pre-school group or placed on the website with their consent.
- Kingswood pre-school group's internal staff contact list will not be a public document and information such as mobile telephone numbers or home contact details will not be given out, unless prior agreement has been secured with the staff member in question.

Any individual who has good reason for wishing details in these lists or categories to remain confidential should contact the Designated Data Controller.

### **Sensitive Information**

Sensitive information is defined by the Act as that relating to ethnicity, political opinions, religious beliefs, trade union membership, physical or mental health, sex life, criminal proceedings or convictions. The person about whom this data is being kept must give express consent to the processing of such data, except where the data processing is required by law for employment purposes or to protect the vital interests of the person or a third party.

### **Disposal of Confidential Material**

Sensitive material should be shredded as soon as it is no longer needed; following retention guidelines and statutory requirements. Particular care should be taken to delete information from computer hard drives if a machine is to be disposed of or passed on to another member of staff.

### **Staff Responsibilities**

All staff are responsible for checking that any information that they provide to Kingswood preschool group in connection with their employment is accurate and up to date. Staff have the right to access any personal data that is being kept about them either on computer or in manual filing systems

Staff should be aware of and follow this policy, and seek further guidance where necessary.

### **Duty to Disclose Information**

There is a legal duty to disclose certain information, namely, information about: Child abuse, which will be disclosed to social services, or Drug trafficking, money laundering or acts of terrorism or treason, which will be disclosed to the police.

## **Retention of Data**

Kingswood pre-school group will keep some forms of information for longer than others. Because of storage problems, information about clients cannot be kept indefinitely, unless there are specific requests to do so. In general information about clients will be kept for a minimum of one year after they use the services, unless other bodies, such as funders, require Kingswood pre-school group to keep the information longer.

Kingswood pre-school group will also need to retain information about staff. In general, all information will be kept for six years after a member of staff leaves Kingswood pre-school group. Some information however will be kept for much longer, for example, if required by funders. This will include information necessary in respect of pensions, taxation, potential or current disputes or litigation regarding the employment, and information required for job references. A full list of information with retention times is available from the Designated Data Controller.

A statement about Data Protection will be displayed clearly within public spaces within Kingswood pre-school group's premises. A copy of the Data Protection Privacy Statement is contained in Appendix A.



## **DATA PROTECTION PRIVACY STATEMENT**

### **Sharing information with others**

As a pre-school it is necessary for us to collect personal information about your or your child. Sometimes we have to confirm or share information with other organisations. If we need to do this, we will make it clear to you on the forms you complete giving us the information. We will inform you before sharing any of yours or your child's information.

In some cases, a third-party organisation, such as a funding body, may require you to sign an agreement to allow your information to be shared e.g. on a funding form. Please read all paperwork thoroughly before signing, so that you know exactly how your information will be used.

### **Information**

We will make sure that the information about you is accurate and up to date when we collect or use it. You can help us with this by keeping us informed of any changes to the information we hold about you.

### **Information security**

We will keep information about you and your child secure. We will protect your information against unauthorised change, damage, loss or theft. All Information collected on paper forms is kept locked away. Our computer, and tablets are password protected.

### **Keeping Information**

We will hold information about you and your child only for as long as the law says. After this, we will dispose of it securely.

### **Openness**

We will tell you what kinds of information we hold and what we do with it.

## **Access and correctness**

Whenever possible, we will let you see the information we hold about you and correct it if it is wrong.

## **In general**

We will comply with the Data Protection Act 1998 and any subsequent legislation on information regarding privacy. We will do this through Kingswood Preschool's Data Protection Policy. We will help you with any questions or problems that you may have with the Data Protection Act 1998, the Human Rights Act 1998 or the Freedom of Information Act 2000. If we cannot help you, we will give you advice on where to get the information you may need.

## **Our Commitment**

We will only collect information that is necessary for what we do.  
We will be fair in the way we collect information about you.  
We will tell you what we intend to do with the information about you.  
Where practicable, we will collect information directly from you.  
If we collect information about you from someone else, we will make sure you know that we have done this whenever possible.

## **Types of information we collect**

Yours and your child's full names; Your child's date of birth; Your address; Your contact numbers and those of your emergency contacts; Your email address; Your child's medical conditions; In some cases, Your National Insurance number.

## **While your child is with us we store information regarding:**

Their ongoing progress and development; photographs of them; accident records; medical records; any correspondence from other professionals.