



General Data Protection Regulation Policy

Bierton Pre School is a provider of a service that collects personal information about children, young people and their families.

The staff employed at Bierton Pre School will collect the necessary information. We collect, use information and comply with the Early Years Foundation Stage Statutory Framework (2017) and the General Data Protection Regulation 2018 (GDPR).

Bierton Pre School is registered with the Information Commissioner's Office. Our named Data Protection point of contact is Wendy Tomlinson, Administrator.

Types of Information we Collect and Store

- Child's full name, date of birth and address
- Parents'/carers' names, addresses and contact details
- Who has parental responsibility for the child
- Who has legal contact or any court order information relating to parents/carers or children
- Parents'/carers' and child's religion and nationality, lifestyle and social circumstances
- Additional emergency contact details
- Details of allergies and dietary requirements
- Any other special requirements/needs/medical history details
- Details of people who can collect children if not the parents/carers
- Doctor's name, address, contact telephone number and the child's NHS number
- Photographs of children and people attending events we hold
- In some cases, parents'/carers' national insurance number and financial details
- Accident/Incident reports/records

As well as personal information such as the above, we also collect and hold data about children's characteristics such as their language and ethnicity, attendance information such as sessions attended, number of absences and reasons for absence, assessment information and information regarding special educational needs.

We use the collected data to:

- Support children's learning and development
- Monitor and report on children's progress
- Assess the quality of our care
- Comply with the law regarding data sharing
- Comply with the requirements of the Early Years Foundation Stage Statutory Framework (2017)

How we Process and Store Personal Data

Bierton Pre School is required to inform parents/carers of how we process and store personal data within the setting.

All paperwork regarding children and parents/carers is stored securely either in the setting or at the Pre School Manager's and Administrator's homes.

Bierton Pre School has 3 laptops and 3 tablets in the setting which are used by staff and management. All devices are password protected. Emails are sent and received on the laptops. Both the Pre School Manager and Administrator also use the laptops when working at home.

Bierton Pre School will share information with other settings only after we have sought permission from parents/carers. Safeguarding concerns will be the only time permission may not be sought to speak to other agencies (please refer to our Safeguarding policy).

Bierton Pre School take photographs of the children (after permission has been sought) for use in their learning journal and to display around the setting. Photos are deleted from all devices straight after they are printed/used.

Photos may also be used for promotional material and our Website, again only after permission has been sought.

Bierton Pre School refer to a document called 'GDPR Bierton Pre School Data Processing and Retention Periods' to ensure we retain personal data records for the correct amount of time. There are certain records that Bierton Pre School must retain. Parents/carers have the right to ask for additional data to be handed over to them or Bierton Pre School will destroy it appropriately and securely.

Lawfulness of Processing Data

Bierton Pre School must adhere to the lawfulness of processing data. All data collected by us will fall in to one of the following categories:

- Consent of the data subject (i.e. the person that the data is held about)
- Processing is necessary for the performance of a contract with the data subject
- Processing is necessary for the compliance with a legal obligation
- Processing is necessary to protect the vital interests of the data subject
- Processing is necessary in the public interest or the controller has official authority
- Processing is necessary for the purposes of legitimate interests pursued by the controller or third party

The personal data held at Bierton Pre School is secure and only shared with a third party such as another childcare setting, local authority, health visitor, local safeguarding children board (LSCB), doctors or emergency services in the event of an emergency.

Access Requests

Under data protection legislation, parents/carers have the right to request access to information held by Bierton Pre School and parents/carers can withdraw consent at any time (other than for information needed by law).

Concerns

If any parent/carer has a concern about how Bierton Pre School are collecting or storing personal data, we request that the concern is raised in the first instance with the management or chairperson of the committee. Alternatively, concerns can be raised with the Information Commissioner's Office at: <https://ico.org.uk/concerns/>

Breach Notification

If, for any reason, we are concerned or aware of the possibility that personal data of a parent/carer or child has been shared without consent or unlawfully, parents/carers will be notified immediately.

Other Information Held

Bierton Pre School also collect and hold information about employees, committee members, students and parent helpers.

Employees

Employees' personal details will be obtained and held in a locked filing cabinet as well as electronically. This will include medical history, next of kin and emergency contacts. Financial details are also obtained and held in the same way. Bierton Pre School uses a third party payroll company.

References will be sought from two sources prior to appointment and a Disclosure and Barring Service (DBS) check will be made. Evidence of qualifications will also be asked for.

Committee Members

Committee members names, addresses, contact details, email addresses and DBS numbers will be kept in a file which is stored in the office area and locked away overnight. Committee members names will be displayed within the setting.

Government and Local Authorities need to know who has overall responsibility for those who run services for children and the community.

DBS checks will be made for all committee members to ensure volunteers are suitable to work in the management of children's services.

Students

Details of address, next of kin, doctors contacts and telephone numbers will be sought so we know who to contact in case of an emergency.

Information on the type and base of the course or college will be needed before any student will be given work placement to ensure that students are registered with an educational provider. DBS checks will be made if applicable.

Parent Helpers

Parent helpers will be asked to sign in and out of the visitors book and Bierton Pre School will hold a record of who volunteered and when.

Information to or from Third Parties and Online Systems Used to Record Information

Free Entitlement Funding

Children's information recorded on funding forms will be submitted to Buckinghamshire County Council in order to claim Free Entitlement Funding.

Special Educational Needs (SEND)

A separate record system is kept for the identification and monitoring of Special Educational needs.

Child Protection

Any issues relating to Child Protection will be recorded with children's records. Information is given to those on a need to know basis only. The well-being and safety of children is paramount.

Records of Given Information

Information statements regarding children's personal circumstances i.e. existing injury/illness/medication required and child protection issues are recorded and signed.

Tapestry Online Learning Journals

Staff (Key Persons) will collate information regarding observations made on individual children's attainments. This allows us to plan for their individual progression.

Clear Books Online Accounting

Bierton Pre School uses an online accounting system and records names of parents/carers and their email addresses and children's names on it. The system is used for invoicing fee paying parents, accounting and data management. Records are archived as soon as a child leaves the pre school. The system is also used for payroll purposes.

Online Banking

Online banking is used by the Administrator at Bierton Pre School. In some cases, parent's/carers' bank account details are stored for the purposes of refunding deposits. Details are deleted as soon as a child leaves pre school.

This policy was adopted by the Bierton Pre School Committee

Date: 23rd May 2018

Signed:.....

Name: SARAH HORNE

Role of signatory: CHAIR PERSON

All Staff to sign

I confirm I have read, understood and received a copy of this policy.