

Data protection Policy and statement

Little Owls Pre-School and Nursery 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, Little Owls Pre-School and Nursery 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 Little Owls Pre-School & Nursery staff and volunteers who process or use any Personal Information, must ensure that they follow these principles always. To ensure that this happens, Little Owls Pre-School and Nursery has adopted this Data Protection Policy. Any member of staff, trustee, volunteer or parent/carer, who considers that this policy has not been followed in respect of personal data about him/her, should raise the matter with Jazmine walker (Pre-school supervisor) or the trustees of Little Owls. If the matter is not resolved it should be raised as a formal grievance.

Notification of Data Held and Processed

Employees, Trustees, Volunteers, Parents/Carers, and other members of the public have the right to:

- know what information Little Owls Pre-School and nursery holds and processes about them and why

- know how to gain access to it
- know how to keep it up to date
- know what Little Owls Pre-School and Nursery is doing to comply with its obligations under the Act.

Personal Information

Personal information is defined as any details relating to a living, identifiable individual. Within Little Owls Pre-School and Nursery 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:

- name
- address
- email address
- telephone numbers (including those of emergency contacts)
- Date of Birth
- medical information
- DBS numbers
- observations of children's progress (learning journals)
- Children's reports (pre-school or from outside professionals)
- photographs
- family medical history (where necessary)

Little Owls Pre-School and nursery store personal data to comply with the statutory framework (EYFS, 2017) to deliver services to its families e.g. government funding; to employ suitable people for the 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, 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, cupboard or drawer
- If it is computerised, be password protected

Conversations and meetings and information of a personal or confidential nature should not be discussed in a public area, or in the presence of anyone that is not an employee or Trustee of the pre-school. Pre-School employees should be aware of confidentiality always when discussions are taking place. 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 preschool. 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 has left the setting (within 1 year unless of a child protection nature). If information is collected regarding a person, 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 Little Owls Pre-School & Nursery.

Little Owls Pre-School and Nursery aims to make as much information public as is legally possible.

Information about Little owls Pre-School and Nursery staff, trustees and members, will be used in the following circumstances:

- Little Owls Pre-School may obtain, hold, process, use and disclose information in connection with the administration, management and business activities of Little Owls Pre-School and Nursery, including making and keeping lists of members and other relevant organisations
- Little Owls Pre-School and Nursery may send out information regarding its members, these can include newsletters, update letters or the text alert service. This information will only be necessary information and will only be sent to trustees, parents and friends of Little Owls
- Little Owls Pre-School and Nursery may provide approved organisations 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.



- Names of, and a means of contacting, staff will be published within publicity leaflets and on the website
- Photographs of key staff may be displayed at Little Owls or placed on the website with their consent
- Little Owls 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 setting supervisor.

Sensitive information is defined by the Act as that relating to ethnicity, political opinions, religious beliefs, trade union membership, physical or mental health, 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 or Sensitive Material should be shredded as soon as it is no longer needed; following retention guidelines and statutory requirements. 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 members of staff are responsible for checking that any information that they provide to Little Owls Pre-School 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

Little owls 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 children will be kept for a maximum of one year after they leave Little Owls, unless other bodies, such as funders, require Little Owls Pre-



School to keep the information longer. Little Owls Pre-School will also need to retain information about staff. In general, all information will be kept for six years after a member of staff leaves Little Owls Pre-School. 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.

Sharing information with others

As a pre-school it is necessary for us to collect personal information about your or your child. Sometimes we must 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. 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.

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. 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 Little Owls Pre-school 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. 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.



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.