

## Meynell Kindergarten Data Protection Policy

At Meynell Kindergarten we respect the privacy of our children attending and the privacy of their parents or carers, as well as the privacy of our staff. Our aim is to ensure that all those using and working at Meynell Kindergarten can do so with confidence that their personal data is being kept secure.

Our lead person for data protection is Miss Danielle Lambert. The lead person ensures that the Kindergarten meets the requirements of the GDPR (General Data Protection Regulation), liaises with statutory bodies where necessary, and responds to any subject access requests.

### Confidentiality

Within the Kindergarten we respect confidentiality in the following ways:

- We will only ever share information with a parent/carer about their own child
- Information given by parents/carers to Kindergarten staff about their child will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our safeguarding policy).
- Concerns or evidence relating to a child's safety will be kept in a confidential file and will not be shared within the Kindergarten, except with the designated child protection officer and the manager.
- Staff is made aware of the importance of confidentiality during their induction process.
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personal decisions.
- All personal data is stored securely in a locked filing cabinet or on a password protected computer.
- Students on work placement and volunteers are informed of our Data Protection Policy and are required to respect it.

### Information that we keep

**Children and Parents/Carers:** We hold only the information necessary to provide a childcare service for each child. This includes child registration information, medical information, parent/carer information, attendance record, and incident and accident records. Once a child leaves our care we retain the data required by statutory legislation and for the prescribed period of time, which can vary depending on the nature of the information. Electronic data that is no longer required is deleted.

**Staff:** We keep information about employees in order to meet HMRC requirements, and to comply with all other area of employment legislation. We retain the information after a member of staff has left our employment for the recommended period of time, then it is destroyed or deleted as necessary.

## Sharing information with third parties

We will only share child information with outside agencies on a need to know basis and with consent from parents/carers, except in cases relating to safeguarding children, criminal activity, or if required by legally authorised bodies (eg police HMRC etc). If we decide to share information without parents/carers consent, we will record this in the child's file, clearly stating our reasons.

We will only share relevant information that is accurate and up to date, our primary commitment is to the safety and well being of the children in our care.

## Subject access requests

- Parents/carers can ask to see the information and records relating to their child, and/or information that we keep about themselves.
- Staff and volunteers can ask to see any information that we keep about them.
- We will make the requested information available as soon as practicable, and will respond to the request within three weeks at the latest.
- If our information is found to be incorrect or out of date, we will update it promptly.
- If any individual about whom we hold data has a complaint about how we kept their information secure, or how we have responded to a subject access request, they may complain to the information commissioner's office (ICO)

## GDPR

We comply with the requirements of the General Data Protection Regulation (GDPR), regarding obtaining, storing and using personal data.

This policy has been adopted by Meynell Kindergarten