



## **NESTON PRESCHOOL PLAYGROUP**

### **GDPR POLICY**

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018.

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Neston Preschool Playgroup is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors and staff personal data. The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

#### **GDPR includes 7 rights for individuals**

##### **1) The Right to be informed.**

Neston Preschool Playgroup is a registered Childcare provider with Ofsted and as so is required to collect and manage certain data. We need to know parent's personal details such as names, addresses, telephone numbers, email addresses, date of birth and National Insurance numbers. We need to know children's full names, addresses, date of birth and Birth Certificate number. For parents claiming the free nursery entitlement we are requested to provide this data to Wiltshire County Council; this information is currently sent to the Local Authority using the postal system. We are required to collect certain details of visitors to our pre-schools. We need to know visits names, the time they arrive at the setting, the reason for being at the setting, who they are with e.g. speech and language, and the time they leave the setting. This is in line with our Health and Safety policy and Safeguarding Policy.

As an employer Neston Preschool Playgroup is required to hold data on its employees; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers and bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK.

##### **2) The right of access**

At any point an individual can make a request relating to their data and Neston Preschool Playgroup will need to provide a response (within 1 month). Neston Preschool Playgroup can refuse a request, if we have a lawful obligation to retain data i.e. from Ofsted in relation to the EYFS, but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

##### **3) The right to erasure**

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However Neston Preschool Playgroup has a legal duty to keep children's and parents details for a reasonable time\*. This data is archived securely on site and shredded after the legal retention period.

##### **4) The right to restrict processing**



Parents, visitors and staff can object to Neston Preschool Playgroup processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.

#### 5) The right to data portability

If you ask Neston Preschool Playgroup about your data we will share it with you.

#### 6) The right to object

Parents, visitors and staff can object to their data being used for certain activities like marketing or research.

#### 7) The right not to be subject to automated decision-making including profiling.

Automated decisions and profiling are used for marketing based organisations. Neston Preschool Playgroup does not use personal data for such purposes.

#### **Storage and use of personal information**

All paper copies of children's and staff records are kept locked securely in the setting. Only the Play leader and Deputy/ Lead BC and ASC have keys but members of staff can have access to these files, information taken from the files about individual children is confidential, these records remain on site at all times. These records are shredded after the retention period\*.

Information about individual children is used in certain documents, such as, a weekly register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and address. These records are shredded after the relevant retention period\*.

Neston Preschool Playgroup collects a large amount of personal data every year including; names and addresses of those on the waiting list. These records are shredded if the child does not attend or are added to the child's file and stored appropriately.

Information regarding families' involvement with other agencies is stored in paper format, this information is kept in the child's file and these are shredded after the relevant time period.

Upon a child leaving Neston Preschool playgroup and moving on to school or moving settings, data held on the child may be shared with the receiving school. Such information will be sent via postal system or hand delivered. For children attending school outside of Wiltshire the parent/carer will be given the data to deliver to the receiving school.

Neston Preschool Playgroup stores personal data held visually in photographs for use in the scrap book, advertising, learning journals and display board. No names are stored with images in photo albums, displays, on the website or on Neston Preschool Playgroup social media sites. Consent is obtained for both staff and children; separate consent is obtained for use in advertising.

Neston Preschool Playgroup's treasurer also holds information that has been given by parents/carers for financial purposes e.g. invoicing, on the playgroup's laptop. This information is password protected. The laptop, when not in use, is locked away and only the treasurer holds the key.



GDPR means that Neston preschool Playgroup must;

- Manage and process personal data properly
- Protect the individual's rights to privacy
- Provide an individual with access to all personal information held on them.

This policy was formulated in consultation with staff and the Management Committee of Neston Pre-school Playgroup and was formally adopted at a committee meeting held on 27/11/2018.

Signed on behalf of the Management Committee

Print Name: Helena Blamire-Brown

Role of Signatory: Chair

Policy review date: September 2019

\* as per the PLA retention records.