



Registered Charity No. 1031843

Data Protection Policy

Statement of Intent

All Saints Pre-school is required to collect personal information for its employees, committee, children, parents, volunteers and visitors. It is also necessary to process information so that staff can be recruited and paid, activities organised and for legal obligations to funding bodies. 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, All Saints Pre-school must comply with the Data Protection Principles which are set out in the Data Protections Act 1998. In summary, these state that personal data must be:

- Obtained and processed fairly and lawfully
- Obtained for a specific and lawful purpose and not processed in any manner incompatible with that purpose
- Accurate and kept up to date
- Not 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 of All Saints Pre-school staff who process or use personal information must ensure that they follow these principles at all times. In order to ensure that this happens, All Saints Pre-school has adopted this Data Protection Policy.

Policy

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

Mena Avery – Pre-school Manager
Tracy Crook – Administrator
All Saints Pre-school Committee

All Saints Pre-school inform you of how we process and store personal data within the setting. All paperwork regarding your child is stored securely in the locked filing cabinets and is only accessible by staff. Children's development files, when taken off site by the staff, are stored in a locked metal box. Your child's full name is printed on our daily registers in order that we can register your child with us on the day and assess attendance. The registers are stored in the locked filing cabinets when not in use. All Saints Pre-school use an I-pad and laptop for administration purposes and they are password protected and are only used by the management team. Emails are sent out and received on both the I-pad and laptop.

All Saints Pre-school will share information with other settings and outside agencies only after we have sought permission from you. Safeguarding concerns which we feel put the child at risk, do not always require us to seek permission to speak to other agencies. 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.

We ask you to complete a Track and Trace form. However, the Government's Covid-19 Track and Trace system does not require permission to share information, as it is covered by the legal basis of GDPR. If there is a confirmed diagnosis of Covid-19 in our setting, information will be shared with the Track and Trace team for the safety of all at our pre-school and the community.

Safeguarding and SEN information will be passed on to the child's next setting or school. The receiver of the information will be asked to sign a document to say they have received the information and they will also sign to agree that the information will only be shared with those who need to know for the safety and wellbeing of the child. A chronology of events, whilst the child has been attending All Saints Pre-school, will be kept by us, for the period of time that is required by law.

All Saints Pre-school have been informed by I.C.O. (Information Commissioner's Office) that we are not required to register with them. The I.C.O is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

All Saints Pre-school take photos of your children (after permission has been sought) for use in their learning journals and to display around the setting. Photos are also put on our closed Facebook page, after permission has been sought. Photos are deleted from the camera and the computer straight after they are printed. Photos may also be used for promotional material, such as on the website, but again, only after permission has been sought.

We refer to a document "retention periods for records" to ensure we retain personal data records for the correct amount of time. A copy of this document is attached to this policy. There are certain records that All Saints Pre-school must retain but you have a right for additional data to be handed over to you or we will destroy it appropriately.

All Saints Pre-school adhere to the lawfulness of Processing Data. All data collected by this pre-school will fall into one of the following categories:

- Consent of 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 for the purpose of legitimate interests pursued by the controller or third party.

The personal data held at All Saints Pre-school is secure and only shared with a third party such as another childcare setting, school that the child attends after leaving us, the Local Authority for funding claims, Department for Education for lawful surveys, health workers, doctors or emergency service in the event of an emergency, social workers if applicable.

We are required by law to provide information for the National Pupil Database (NPD). The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. This is part of a statutory data collection for early years (early years' census). The census provides evidence on educational performance. To find out more about data collection go to www.gov.uk/childcare-parenting/data-collection-for-early-years-and-childcare

As well as personal information such as your child's name, date of birth and address, we also collect and hold data on your child's characteristics such as their language and ethnicity, attendance information such as sessions attended, number of absences and absence reasons, medical information, assessment information and information regarding special educational needs.

We use the collected data:

- To support your child's learning and development
- To monitor and report on your child's progress
- To assess the quality of our care
- To comply with the law regarding data sharing
- To comply with the requirements of the Early Years Foundation Stage Statutory Framework (2017)

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

Sensitive material is shredded as soon as it is no longer needed, following retention guidelines and statutory requirements. Care is taken to delete information from the I-pad and laptop used.

If you have a concern about how All Saints Pre-school are collecting or storing personal data, we request that you raise your concern in the first instance with the Manager or Chairperson.

In addition, All Saints Pre-school also obtain and hold information on staff, volunteers, students, visitors and committee members.

Committee Members

Committee members names, contact numbers, email address and DBS numbers will be kept in a file which is stored in the lockable filing cabinet.

Committee members names will be displayed on the notice board.

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 sought for all Committee members to ensure volunteers are suitable to work in the management of a children's service. Committee members have a right to access personal data that is being kept on them.

Employees

Employees personal details will be obtained and held in the lockable filing cabinet. This will include name, address, telephone numbers, medical history, next of kin and emergency contacts. National Insurance number and bank details are also sought in order that the employee can be paid correctly.

References will be sought from two sources and a DBS check is also sought.

Evidence of previous qualifications, if necessary will be asked for prior to employment.

Employees are responsible for checking that any information they provide All Saints Pre-school in connection with their employment is accurate and up to date. Employees have a right to access personal data that is being kept on them.

Volunteers

Those who wish to volunteer on a regular basis (regular constitutes attending once a fortnight) will be required to give personal information consisting of full name, address, contact telephone number. A DBS check will be sought. All information will be stored securely in a lockable filing cabinet and they have a right to access personal data that is being kept on them.

Parent Visitors and Outside Agency Visitors

Parent helpers will be asked to sign in to the visitors book and All Saints Pre-school will hold a record of who volunteered and when. Outside Agency Visitors will be asked to sign in to the visitors book and a record will be kept. Personal details such as name and car registration number (if applicable) are sought. All information is stored securely in the lockable filing cabinet. Visitors have a right to access any personal information we are keeping on them.

Students

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

Information on the type of course or college will be needed before any student will be given work placement to ensure the students are registered with an educational provider.

DBS checks will be sought if the applicant is aged 18 or over.

Information is stored securely in the lockable filing cabinet and students have a right to access any personal information that is being kept on them..

General Information

Grant Application – Children's names, dates of birth, address and postcode, gender and ethnicity and parents' details including National Insurance number will be submitted to Hampshire County Council in order to claim Early Years Funding.

Personal Achievements – Key persons will collate information regarding observations made on individual children's attainments. This allows us to plan for their individual progression.

SENCO – At any time children may have a Special Educational Need. A separate record system is kept for the identification and monitoring of Special Educational Needs.

Safeguarding – Any issues relating to safeguarding will be recorded on a disclosure form and filed in a locked metal box. Information is given on a need to know basis only. The well-being of the child is paramount.

Parent/Carers – names, addresses, contact numbers, email address and National Insurance numbers are kept on children's application and registration forms for emergency reasons and funding.

Records of Given Information – Information statements regarding children's personal circumstances, such as existing injury and child protection issues are recorded and signed. This is to protect the well-being of the child.

Pre-school employees, volunteers and Committee members are aware of confidentiality at all times when discussions are taking place, either distancing themselves from the conversation if it does not 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, only relevant information is written down. The written notes will be stored securely and disposed of (shredded) in a timely manner once the child/family have left the setting (1 year unless it is of a child protection nature).

All personal information is kept secure at All Saints Pre-school and Staff and Volunteers are informed that unauthorised disclosure of information will usually be a disciplinary matter and may be considered gross misconduct in some cases.

This policy was adopted by All Saints Pre-school on 18th July 2018.

Signed on behalf of the Management Committee:

This policy was reviewed on: 23rd October 2019

Date	Changes	Signature
8 th October 2020	Reworded passing on information regarding safeguarding – page 2, paragraph 2	
8 th October 2020	Paragraph added about Government Track and Trace system – page 2, parangraph 3	