



## **General Data Protection Regulation Policy Statement**

GDPR stands for General Data Protection Regulation. This new regulation has replaced the Data Protection Act. It was proved by the EU parliament in 2016 and will come in to effect on the 25th May 2018.

GDPR states that personal data should be 'processed fairly and lawfully', 'collected for specified, explicit and legitimate purposes' and that the individual's data is not processed without their 'explicit consent'. GDPR covers personal data relating to individuals. Little Steps Preschool is committed to protecting the rights and freedom of individuals with respect to the processing of children's, parents, visitors and staff personal data.

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

#### **1. The right to be informed**

Little Steps Preschool is a registered childcare provider with Ofsted and as so, is required to collect and manage certain data. We need to know the parent's names, addresses, telephone numbers, email address, date of birth and National Insurance number. We need to know children's full names, addresses and date of birth. For parent's claiming the free childcare entitlement, we are requested to provide this data to Leicester County Council; the information is sent to them using a secure, electronic file transfer system.

We are required to collect certain details of visitors to our pre-school. We need to know names, telephone numbers, addresses and company name (if applicable). This is in respect of our Health and Safety and Safeguarding policies.

As an employer, Little Steps Preschool is required to hold data on its employees; names, addresses, telephone numbers, date of birth, bank details, National Insurance numbers and photographic identification such as a passport or driving license. We're also required to see the original Disclosure and Barring Service checks (DBS) certificate and hold the update reference number.

Little Steps Preschool Group uses cookies on its website, to collect data for Google Analytics. This data is anonymous.

#### **2. The right to access**

At any point, an individual can make a request relating to their data. Little Steps Preschool G will need to provide a response to any requests, within 1 month. Little Steps Preschool can refuse a request, if there is a lawful obligation to retain the data for example, from Ofsted, in relation to the EYFS. We will always inform the individual of the reasons for rejection. The individual has the right to complain to the ICO if they're unhappy with the decision.

### **3. The right to erasure**

You have the right to request deletion of your data, where there is no compelling reason for its continued use. However, Little Steps Preschool has a legal duty to retain children and parent's details for a reasonable amount of time, Little Steps Preschool is required by law, to retain children and parents records for 3 years after the child has left the Pre-School. Accident and Injury records must be kept until the child reaches the age of 21. Child protection records must be retained until the child reaches the age of 24. Staff records must be kept for 6 years after the employment ceases. All of the data that we retain is archived securely, in a locked cupboard. It is shredded after the legal retention period.

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

Parents, visitors and staff can object to Little Steps Preschool processing their data. This means that records can be stored, but must not be used in any way.

### **5. The right to share data**

Little Steps Preschool requires some data to be shared with a third party, such as; the Local Authority and Payroll. These recipients use secure, file transfer systems and have their own policies and procedures in place, in relation to GDPR.

### **6. The right to object**

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

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

Little Steps Preschool does not use personal data for such purposes.

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

All paper copies of children and staff records are kept securely in a locked cupboard at the preschool. The manager has access to all records and staff has limited access, on a need-to-know basis.

Records held on the computer, are backed up on a weekly basis and can only be accessed by the 'Data Controller'. These records are password protected.

All records are kept on site at all times. Archived records are shredded after the retention period.

All information held, both paper and digital records will be kept confidential within the management committee and staff. In the event of there being any wrongful disclosures of confidential information, it will be investigated immediately.

Upon a child leaving Little Steps Preschool and moving on to school or a new setting, data held on the child may be shared with the receiving school/setting. Such information will be sent via a secure file transfer system. For children attending a school/setting outside of Leicestershire, the data will be given to the parent to deliver to the receiving school/setting.

It is the parent's responsibility to ensure that the information given to us in the registration forms, are correct and kept up to date.

#### **GDPR means that Little Steps Preschool must:**

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

If any person wishes to know what information we hold on them, they should speak to the settings manager.

Signed by Preschool Manger

This Policy was adopted in May 2018

Please view the 'Retention periods for records' policy.