

# Confidentiality & Data Protection Policy

## Confidentiality

Any information given to Polegate Pre-School Playgroup, either verbally or in writing, regarding your child or your family, will be treated as confidential. We will not discuss your child with others unless we have permission from you, for example sharing information with outside agencies (Speech & Language, Educational Psychologist, etc). We will however divulge confidential information to Children's Services and to Ofsted if there appears to be a safeguarding issue. Parents will have access to their own child's records at any time but not to the files of other children. All documentation relating to your child is stored in a file, which is not accessible to any other party.

## Data Protection

The General Data Protection Regulation (GDPR) is a new EU law that came into effect on 25 May 2018. It will replace the current Data Protection Act 1998 and the changes will remain in place even after the UK leaves the EU in 2019. GDPR will give individuals greater control over their own personal data.

The Data Protection Principles are split into six areas, which are referred to as the Privacy Principles. They are:

1. The Pre-School must have a lawful reason for collecting personal data and must do it in a fair and transparent way.
2. The Pre-School must only use the data for the reason it is initially obtained.
3. The Pre-School must not collect any more data than is necessary.
4. Data has to be accurate and there must be mechanisms in place to keep it up to date.
5. The Pre-School cannot keep it any longer than needed.
6. The Pre-School must protect the personal data.

These privacy principles are supported by a further principle – accountability. This means that our setting must not only do the right thing with data but must also show that all the correct measures are in place to demonstrate how compliance is achieved.

There is also an expectation that staff will be trained on data protection.

**Data protection officer** — Mrs Lisa Hutchins and Mrs Elizabeth Latter will act as the lead on data compliance.

**Privacy notices** — When we collect any data we must tell you exactly how we are going to use it, who we might share it with, how long we will keep it as well as information on consent and complaint.

**Individual rights** — You will have new and enhanced rights on the collection, access and deletion of your data so the Pre-School must ensure our setting has mechanisms to allow individuals to exercise these rights.

**Consent** — GDPR will require early years providers to have a legitimate reason for processing any personal data. We rely on consent for processing data and can demonstrate that the consent was freely given by parents actively opting-in on our Permission Forms.

**Data agreements** — Early years providers will now be obliged to have written arrangements with anybody processing data for them. Providers must make sure that anyone processing data will meet GDPR requirements.

**Breach notification** — The Pre-School will be obligated to notify the Information Commissioner's Office (ICO) of a data breach within 72 hours of becoming aware of the breach.

All data that is collected and stored by Polegate Pre-School Playgroup is kept in a locked filing cabinet on the premises. Parents are allowed access to their file at any time and can change the information we have stored if necessary. Parents are required to complete and sign the Permissions Form before their child starts Pre-school. These forms include information about who we may share their child's details with e.g. OFSTED, Health Professionals and Primary Schools. Parents are made aware that as part of our Safeguarding Policy, there are occasions when we do not need parent's permission to share their personal details e.g. in cases of Child Protection concerns.

Data that is logged on a computer system or on tablets are locked with a password or passcode.

**Staff-** Where Staff are concerned, their personal information is kept locked in the cabinet in their own files and information is stored on the Single Central File. *Their payslips are sent encrypted via email to protect their personal information.* All records are kept for three years and will then be destroyed permanently.

Written: May 2018

Signed: