

Data Protection

This policy should be read in conjunction with the Confidentiality Policy, and with the Church's Data Protection and Privacy Policy and Privacy Notice.

Introduction and purpose

At Little Stars Pre-school we recognise that we hold sensitive/confidential information about children and their families and the staff we employ. This information is necessary to carry out the functions of the pre-school for example to meet children's needs, and for registers, invoices and emergency contacts.

As Part of Emmanuel Church, Stoughton, the Pre-school falls under and complies with the Church's Data Protection and Privacy Policy.

The purpose of this policy is to detail the requirements for data protection within the Pre-school and to ensure that all such data, both in paper and computer file form, is held and is used in a manner that protects the persons to which it refers. This policy will work alongside the Privacy Notice to ensure compliance with the Data Protection Act 2018 (DPA), which is the UK's implementation of the General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR)).

Roles and Responsibilities

Data Controller

Under GDPR, the Data Controller is the Parochial Church Council (PCC) of Emmanuel Church. The Data Controller has the ultimate responsibility for ensuring compliance with the DPA and with the GDPR

Staff

All staff are responsible for following this policy and all associated procedures, and ensuring that the data of all stakeholders in the Pre-school and Church is protected.

Pre-school Manager and Management Committee

The Manager, together with the Management Committee, are responsible for ensuring that adequate and suitable procedures are in place to protect the data of all stakeholders in the Pre-school

Data and Privacy Officer

The Data Controller (PCC) may delegate day to day responsibility for compliance to someone approved by the PCC who would be known as the Data and Privacy Officer (DPO). The DPO is responsible for advising the Preschool (PCC, Pre-school Manager, Pre-school Management Committee, staff, and volunteers on all data protection matters.

The DPO is XXXXXXXXXXXX

Legal requirements

- We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) 2017 and accompanying regulations about the information we must hold about registered children and their families and the staff working at the Pre-school
- We follow the requirements of the Data Protection Act 2018, the General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) and the Freedom of Information Act 2000 with regard to the storage of data and access to it.

Procedures with regard to children's and their families' information

It is our intention to respect the privacy of children and their families, and we do so by:

- Storing confidential records in a locked cupboard/filing cabinet or on the Pre-school Laptop with files that are password protected in line with data protection principles. Any information shared with the staff team is done on a 'need to know' basis and treated in confidence.
- Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the Pre-school and to support the child's best interests and is never shared outside of the Pre-school other than with relevant professionals who need to know that information
 - Ensuring staff, student and volunteer inductions include an awareness of the importance of confidentiality and the GPDR
 - If staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, dismissal. Students on placement in the Pre-school are advised of our confidentiality policy and required to respect it

- Ensuring that parents have access to files and records of their own children but not to those of any other child, other than where relevant professionals such as the police or local authority children's social care team decide this is not in the child's best interest
 - If any of this information is requested for whatever reason, the parent's permission will always be sought other than in the circumstances above
- Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs
- Ensuring staff, students and volunteers are aware of and follow our social networking policy in relation to confidentiality
- Ensuring any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need-to-know' basis. If, however, a child is considered at risk, our safeguarding/child protection policy will override confidentiality.

All the undertakings above are subject to the paramount commitment of the Pre-school, which is to the safety and well-being of the child.

Staff and volunteer information

- All information and records relating to staff will be kept confidentially in a locked cabinet or on the Pre-school Laptop with files that are password protected in line with data protection principles. Any information shared with the management team or committee is done on a 'need to know' basis and treated in confidence.
- Individual staff may request to see their own personal file at any time.
- Issues concerning the employment of staff will remain confidential to the people directly involved with making personnel decisions

General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) compliance

In order to meet our requirements under GDPR we will also undertake the following:

1. We will ensure our terms & conditions, privacy and consent notices are easily accessed.
2. We will not share or use data for other purposes other than the day to day running of the Pre-school.

3. Everyone in our Pre-school understands that people have the right to access their records or have their records amended or deleted (subject to other laws and regulations).

Reviewed Annually

Pre-school Manager..... Date.....

Management Committee..... Date.....

Review Date.....