

Data Protection Policy

This policy was adopted by Singleton Playschool on 17th September 2018.

Policy Reviewed: 14/09/21

**Introduction**

Singleton Playschool is required to collect personal information for its employees, committee, volunteers, children, parents and visitors. It is also necessary to process information so that staff can be recruited and paid, activities organised and legal obligations to funding bodies and government fulfilled. 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 others person unlawfully. To do this, Singleton Playschool must comply with the Data Protection Principles which are set out in the Data Protection Act 1998. In summary these state that personal data must be:

* obtained and processed fairly and lawfully;
* obtained for a specified and lawful purpose and not processed in any manner incompatible with that purpose; adequate, relevant and not excessive for that purpose;
* accurate and kept up to date;
* not be 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 Singleton Play School staff and volunteers who process or use any personal information must ensure that they follow these principles at all times. In order to ensure that this happens, Singleton Play School Committee has adopted this Data Protection Policy.

Any member of staff, committee member or volunteer, who considers that this policy has not been followed in respect of personal data about him’/herself, should raise the matter with the Designated Data Controller initially. If the matter is not resolved it should be raised as a formal grievance.

**Notification of data held and processed**

All employees, committee members, volunteers, parents and other members of the public have the right to:

* know what information Singleton Play School holds and processes about them and why;
* know how to gain access to it;
* know how to keep it up to date;
* know what Singleton Play School is doing to comply with its obligations under the Act.

**The Data Controller and the Designated Data Controllers**

Singleton Play School as a registered charity is the Data Controller under the Act, and the organistation is therefore ultimately responsible for implementation. However, Designated Data Controllers will deal with day to day matters. Singleton Play School’s Designated Controllers are:

Esther Jewitt – Chair of Play School Committee

Ann Henson – Play School Manager

**Personal Information**

Personal Information is defined as any details relating to a living, identifiable individual. Within Singleton Play School this relates to employees, attending children and their families, committee members and volunteers and other members of the public such as job applicants and professional visitors. We need to ensure that information relating to all these people is kept securely and to the appropriate level of confidentiality.

The personal information collected from individuals could include:

* name
* address
* email address
* telephone numbers – including those of emergency contacts
* date of birth
* medical information
* National Insurance number
* Unique tax payer reference (UTR) if you are self-employed
* DBS numbers
* observations of children’s progress (Learning Journals)
* children’s reports, from play school or outside agencies
* photographs
* family medical history (where necessary)
* information regarding benefits and family credits (where necessary)

Singleton Play School store personal data to comply with the statutory framework (EYFS 2017); to deliver services to our families e.g. government funding; to employ suitable people for our setting.

**Processing of Personal Information**

All staff and volunteers who process of use any personal information are responsible for ensuring that:

* any personal information which they hold is kept securely;
* personal information is not disclosed either orally or in writing or otherwise to any unauthorised third party.

Staff and volunteers should note that unauthorised disclosure will usually be a disciplinary matter, and may be considered gross misconduct in some cases.

Personal information should be:

* kept in a locked filing cabinet; or
* in a locked drawer; or
* if it is computerized, be password protected; or
* kept on a storage device which is itself password protected and kept securely.

**Conversations and Meetings**

Information of a personal or confidential nature should not be discussed in a public area, in front of anyone that is not an employee of the Play School. Play School employees should be 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 it is important that only relevant information is written down. This must be carried out using the correct forms provided by the Play School, notes must be written legibly and coherently. The written notes are then to be stored in a locked cupboard and shredded in a timely manner once the child/family have left the setting (1 year unless of a child protection nature).

**Collecting Information**

Whenever information is collected about people, they should be informed why the information is being collected, who will be able to access it and to what purposes it will be put. The individual concerned must agree that he or she understands and gives permission for the declared processing to take place, or it must be necessary for the legitimate business of Singleton Play School.

**Why we collect this information and the legal basis for handling your data**We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

* contact you in case of an emergency
* to support your child’s wellbeing and development
* to manage any special educational, health or medical needs of your child whilst at our setting
* to carry out regular assessment of your child’s progress and to identify any areas of concern
* to maintain contact with you about your child’s progress and respond to any questions you may have
* to process your claim for up to 30 hours free childcare (only where applicable)
* to keep you updated with information about our service

With your consent, we will also record your child’s activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending. **Who we share your data with**In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

* Ofsted – during an inspection or following a complaint about our service
* banking services to process chip and pin and/or direct debit payments (as applicable)
* the Local Authority (where you claim up to 30 hours free childcare as applicable)
* the government’s eligibility checker (as above)
* our insurance underwriter (if applicable)
* our setting software management provider (if applicable)
* the school that your child will be attending

We will also share your data if:

* We are legally required to do so, for example, by law, by a court or the Charity Commission;
* to enforce or apply the terms and conditions of your contract with us;
* to protect your child and other children; for example by sharing information with social care or the police;
* it is necessary to protect our/or others rights, property or safety
* We transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

We will never share your data with any other organisation to use for their own purposes.

Any individual who has good reason for wishing these details in lists or categories to remain confidential should contact the Designated Data Controller.

You have the right to:

* request access, amend or correct your/your child’s personal data
* request that we delete or stop processing your/your child’s personal data, for example where the data is no longer necessary for the purposes of processing; and
* request that we transfer your, and your child’s personal data to another person.

**Sensitive Information**

Sensitive information is defined by the Act as that relating to ethnicity, political opinions, religious beliefs, trade union membership, physical or mental health, sex life, criminal proceedings or convictions. The person about whom this data is being kept must give express consent to the processing of such data, except where the data processing is required by law for employment purposes or to protect the vital interests of the person or third party.

**Disposal of Confidential Material**

Sensitive material should be shredded as soon as it is no longer needed; following retention guidelines and statutory requirements. Particular care should be taken to delete information from a computer hard drive is a machine is to be disposed of or passed on.

**Satff Responsibilities**

All staff are responsible for checking that any information that they provide to Singleton Play School in connection with their employment is accurate and up to date. Staff have the right to access any personal data that is being kept about them either on computer or in a manual filing system.

Staff should be aware of and follow this policy, and seek further guidance where necessary.

**Duty to disclose information**

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.

**Retention of Data**

Singleton Play School will keep some forms of information for longer than others. See Appendix A for length of time individual types of data are retained for.

**If you have any questions, comments or concerns about this policy, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or** [**www.ico.org.uk**](http://www.ico.org.uk)

