

## Brambles Childcare Centre Data Protection Policy

This policy represents the agreed principles for Data Protection Policy throughout the Nursery. All Nursery staff, representing Brambles Childcare Centre has agreed this policy.

The nursery needs to collect and use certain types of information about staff, children and other individuals who come into contact with the nursery in order to operate. In addition, it may be required by law to collect and use certain types of information to comply with statutory obligations of Local Education Authorities (LEAs), government agencies and other bodies. This personal information must be dealt with properly however it is collected, recorded and used - whether on paper, in a computer or recorded on other material - and there are safeguards to ensure this is in the Data Protection 1998.

We regard the lawful and correct treatment of personal information as very important to successful operations, and to maintaining confidence between those with whom we deal and ourselves. We ensure that our organisation treats personal information lawfully and correctly.

To this end we fully endorse and adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998.

### **Data Gathering:**

- ❖ All personal data relating to staff, children (parents of) or other people with whom we have contact, whether held on computer or in paper files, are covered by the Act.
- ❖ Only relevant personal data may be collected and the person from whom it is collected should be informed of the data's intended use and any possible disclosures of the information that may be made.

### **Data Storage:**

- ❖ Personal data will be stored in a secure and safe manner.
- ❖ Electronic data will be protected by standard password and firewall systems operated by the nursery.
- ❖ Particular attention will be paid to the need for security of sensitive personal data.

### **Data Checking:**

- ❖ Staff and parents will be reminded to inform the nursery if personal data changes

## Data Disclosures:

- ❖ Personal data will only be disclosed to organisations or individuals for whom consent has been given to receive the data, or organisations that have a legal right to receive the data without consent being given.
- ❖ When requests to disclose personal data are received by telephone it is the responsibility of the nursery to ensure the caller is entitled to receive the data and that they are who they say they are.
- ❖ If a personal request is made for personal data to be disclosed it is again the responsibility of the nursery to ensure the caller is entitled to receive the data and that they are who they say they are. If the person is not known personally, proof of identity should be requested.
- ❖ Personal data will not be used in newsletters, websites or other media without the consent of the data subject.

This policy was implemented in March 2013 by Elaine Chaplin

Read and agreed by \_\_\_\_\_ (for the staff) Print name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ (committee) Print name \_\_\_\_\_ Date \_\_\_\_\_

To be reviewed March 2014