Data Protection Policy

1. Introduction

The Data Protection Act, 1998 and the GDPR 2018 address certain requirements for all Organisations that collect & process personal data as part of their on-going business operations. Personal data is defined by: any information relating to an 'identifiable living individual; & will therefore, apply to the nursery's clients (children attending the nursery, and their parents/ carers), employees & suppliers.

The data protection Act, 1998 and GDPR 2018 apply to any data recorded in a filing system that allows personal data to be easily accessed.

The data protection act, 1998 and GDPR 2018 applies to records kept in hard copy (paper) format, and in computer files.

At Home from Home Nursery, data and its safekeeping are critical. We have a data protection officer – Julia Pattenden and to help in handling any information we follow the eight principles of good practice:-

2. Contents

The following sections are included in this policy document.

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3. Policy Statement

Home from Home needs to collect personal information to effectively carry out our everyday functions and activities and to provide our products and services. Such data is collected from employees, parents, Children, customers, stakeholders, suppliers and clients and includes (but is not limited to), name, address, email address, data of birth, IP address, identification numbers, private and confidential information, sensitive information and bank/credit card details. In addition, we may be required to collect and use certain types of personal information to comply with the requirements of the law and/or regulations, however we are committed to processing all personal information in accordance with the General Data Protection Regulation (GDPR), UK data protection laws and any other relevant data protection laws and codes of conduct (collectively referred to as "the data protection laws").Home from Home is committed to ensuring and maintaining the security

and confidentiality of personal and/or special category data and all colleagues are responsible for handling data in accordance with this policy.

4. Scope

The purpose of this policy is to ensure compliance with the Data Protection Act (DPA) 2018 and General Data Protection Regulation (GDPR) (EU) 2016/679 which govern any processing of information about living individuals and the rights those individuals have relating to this information. This legislation covers all personal information held in both electronic form and manual form. Home from Home is both a controller and processor of personal data and is registered with the Information Commissioner's Office (ICO) as a Data Controller. The policy incorporates guidance from the ICO, and outlines how Home from Home will discharge its duties and obligations to comply with Data Protection legislation. This policy applies to all parts of Home from Home and to all personal data held and processed by the organisation. This includes data held in any system or format, whether electronic or hard copy. Adherence to this policy is mandatory for all employees of Home from Home whether permanent, fixed term or temporary, reviewers, any third-party representatives or sub-contractors, agency workers, volunteers, interns and agents engaged with Home from Home in the UK or overseas. Noncompliance could lead to disciplinary action.

5. The 8 principles of data

Must be-

1. Fairly and lawfully processed
2. Processed for limited purposes
3. Adequate, relevant and not excessive
4. Accurate and up to date
5. Not kept for longer than necessary
6. Processed in accordance with the individual's rights
7. Secure
8. Not transferred to countries outside the European Economic area unless the country has adequate protection for the individual.

6. Data consent

• The nursery will require written consent from each individual's child's parents/ guardian/ carer, in order for personal data to be collected and processed. In this respect it will be taken that consent is implied through the following: · Clients – by the parent/ carer who signs the registration forms and appropriate consent forms as a 'contract for nursery care' for their child/ children. Employees – by completing the job application form at onset of employment, and where the employee has not registered an objection to their data being used.

• All individual, parents, carer's & employees have the right of access to manual and computerised records when concerning their personal data.

• Where it is deemed necessary to divulge a third party this will only be done with the express permission of the individual subject.

• All past files and present files are stored in a lockable cupboard and storage space.

• Personal data and records will be maintained under appropriate conditions of security to prevent any unauthorised or accidental disclosure. Records can be hard copy (paper) format and computer files. Particular attention is paid to the following aspects of the record storage. Hard copy file; Identification of storage; · Identification of those employees authorised to have access. Computer file: · Password- protection for access to sensitive data files: · Who is authorised to have knowledge of these passwords · Back up, control and management of what are essentially copies of personal data. When personal data is being processed, staff will take reasonable precautions to prevent sighting of data by unauthorised persons: · Record files are locked away when are not in use.

7. Retention periods

Tax, Accounts, NI	6 Years + current tax year
Employment Records	2 Years after they have left (possible 5 years for reference requests)
Staff Interview Records	Statutory 7 Years
Employers Liability Insurance Certificate	Statutory 40 Years
Accidents/Incident/Medication Serious Accidents	2 Years after they have left
Registers	2 Years after they have left
Commercial paperwork-old parental contracts, enquires, correspondence	2 Years after they have left
Child Protection	Statutory Keep until they are 25 Years old. Pass on to Child Protection Officer in next setting or to the child's Health Visitor when the child leaves
Health and Safety, Food and Fridge Temp	6 Months
Children's Records – Development, Tapestry	2 Years after they have left and/or send to next setting.
Records of Special Needs	Until child reaches 25 Years
Copies of transitional Records	3 Years as child reaches KS2 and/or send to next setting

8. Disposing Of Information

All information when ready (See dates above) will be shredded and placed into black sacks then into the rubbish bin.

For additional guidance on the Data Protection Act, it is available on a website at https://eugdpr.org/

To contact their helpline 01625 545 745

To contact their press office telephone 020 7282 2960

9. Policy Review

This document will be reviewed annually or in line with any statutory changes or changes in procedure or process.

10. Version Control

Version	Date	Status	Comments	By
1	April 2015	Issued		Nicola Law
2	May 2018	Reviewed		Polly Manners
3	January 2022	Reviewed		Cassie Jones
4	October 2023	Reviewed	Added version control	Sophie Eade
5	October 2024	Reviewed	In line with Visitor Conduct Policy	Julia Pattenden
6	Nov 2024	Amended and Issued to contractors	Added reference to ther policies, added section 7 & 8	Julia Pattenden