

GENERAL DATA PROTECTION REGULATION

The General Data Protection Regulation (GDPR) (May 2018) has updated the Data Protection Act 1998, giving strict guidelines to how we collect, process, store and dispose of personal information referred to as data. GDPR encompasses any personal data that is stored and processed using electronic computer systems as well as manual paper filing systems.

It is our duty to remain compliant to notify everyone of what we hold, why we need it, who we share it with and how we store and dispose of data.

Who do we collect and store data from? (Data Subject)

- Parents or Carers
- Children
- Staff
- Visitors
- Outside Agencies and other professionals

It is our responsibility to ensure that all data stored is correct and kept up to date. We encourage our data subjects to inform us of any changes and send out annual reviews to update the data we have on record. This gives individuals the opportunity to correct any inconsistencies. All individuals have the right to make corrections and withdraw consent, remove data, request data not to be shared and have access to data filed.

WHY DO WE NEED YOUR INFORMATION? (DATA)

We need various information for the following;

- To comply with legal requirements.
- To comply with employment law.
- To ensure children's health and welfare are paramount.
- To provide a quality of service.
- To monitor the settings policies and procedures ensuring continuing improvement.
- To provide a professional service.
- To promote communication and smooth running of the setting.

HOW WE PROTECT YOUR INFORMATION (DATA)

All data is stored in lockable filing cabinets. Data requiring to be transferred via email is encrypted. On line learning journals are protected by email and password entries are transferred via Tapestries own three staged secure system protocols. Data stored on our nursery management systems are also password protected alongside all office computers.

Data is only retained until necessary:

- While the child and family remain in our setting.
- We have legal responsibilities to retain certain information such as accidents and safeguarding for child protection or insurance purposes.

Data is reviewed annually throughout July, August and September and disposed of by an Island based confidential shredding company. Data we have legal or regulatory duty to retain will be stored securely for the retention periods required.

WHO DO WE SHARE YOUR INFORMATION WITH?

Data may be shared between healthcare, social, educational and welfare advisors, or the child's allocated professionals for the best interests of the child's health and welfare. However, permission is sought from all parties prior to making referrals. The only exception to this would be that we have a duty of care to protect children and would refer to children's services if we believe there is a cause for concern.

Data will be shared with local and central government service providers to meet our obligations to apply for funding. Financial information may be shared with debt collecting agencies in line with policies and procedures recovering debt owed to us.

Data is generally only shared within Hampshire and the Isle of Wight and not internationally. Permission is sought to transfer data between varying counties. Data is not shared with any other parties without consent other than the above.

CONTINUED SECURITY

All systems will be reviewed and updated annually. Training will remain a priority and our continued professional development will include GDPR within our training schedules. Systems will be protected to the best of our ability with recommended antivirus protocols and software. Any breach will be reported to the ICO within the regulated time frame and recommendations followed.