



DATA PROTECTION POLICY

Grassroots Day Nursery believes that an open access policy is the best way of encouraging participation. Parents are welcome to view the Policies and Procedures file, which governs the way in which the nursery operates. These can be viewed at any time when the nursery is open, simply by asking the nursery Manager or by accessing the file in reception. These policies can also be viewed on our website.

Grassroots Day Nursery will notify the Information Commissioner's Office in regard to data protection. All parent, child and staff information is stored securely according to Data Protection registration. Information collected will include, but is not limited to, personal details including medical and dietary requirements, permissions, certificates, photographic images and children's achievements. Grassroots Day Nursery will ensure that all personal data is controlled in compliance with the 8 principles of the Data Protection Act 1989:

1. Processed fairly and lawfully
2. Obtained for specified and lawful purposes
3. Adequate, relevant and not excessive
4. Accurate and up to date
5. Not kept any longer than necessary
6. Processed in accordance with the "data subject's" (the individual's) rights
7. Securely kept
8. Not transferred to any other country without adequate protection in situ

The Data Protection Officer is Gaynor Dicks

The role of the Data Protection Officer to:

- Ensure that all personal data is controlled in compliance within the Data Protection Act 1998
- Advise staff on all matters related to data protection
- Ensure that everyone managing and handling personal information is appropriately trained to do so and appropriately supervised
- Keep up to date with any changes in law/legislation

WHAT IS THE INFORMATION USED FOR?

The information is used to:

- Assess suitability for employment
- Contact employees and parents
- Monitor and report on children’s progress

Information held electronically is protected by passwords and paper records are held in locked cabinets. All information is treated as strictly confidential and used only by employees in the performance of the services we offer and on a strictly ‘need to know’ basis.

When taking up employment with Grassroots Day Nursery employees are required to sign a Confidentiality Agreement. Failure to comply with the Policy and Procedures may result in disciplinary action up to and including dismissal.

Parents are also welcome to see and to contribute to all the records that are kept on their child; however, the nursery will adhere to Data Protection laws. Any request for information will be responded to within a maximum of ten working days.

Staff are welcome to see and contribute to the records held on them; however, the nursery will adhere to Data Protection laws. Any request for information will be responded to within a maximum of ten working days.

Grassroots Day Nursery’s records and documentation are kept and stored in accordance to the minimum legislative archiving time. We currently archive records for maximum of 7 years. Grassroots Day Nursery will then arrange for its disposal by secure means.

Our policy is not to make disclosures to third parties. However, we may need to disclose certain information if required to do so by law or by any court of competent jurisdiction or by any governmental, official or regulatory body which is lawfully entitled to require any such disclosure.

By providing Grassroots Day Nurseries Ltd with personal data you consent to the collection and use of any information you provide in accordance with the above purpose and this privacy statement.

Please help us to keep our records up to date by notifying us of any changes in the information supplied at the earliest opportunity.

This policy will be reviewed annually and amended according to any change in law/legislation.

The Information Commissioners Office Telephone number is: 03031 231113 or email notification@ico.gsi.gov.uk

<p>SignedProprietor</p> <p>Signed.....Manager</p> <p>To be updated 1/11/2017 or before if required</p>
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