

Chollerton Pre-School Ltd

Station Road, Barrasford, Hexham, NE48 4AA
chollertonpreschool@yahoo.co.uk
01434 681572

Reg. Charity 1132501 Company No. 07005338



Chollerton Pre-School **General Data Protection Regulation Policy Statement**

GDPR stands for General Data Protection Regulation. This new regulation has replaced the Data Protection Act. It was passed by the EU parliament and came into effect in May 2018.

GDPR states that personal data should be 'processed fairly and lawfully', 'collected for specified, explicit and legitimate purposes' and that the individual's data is not processed without their 'explicit consent'. GDPR covers personal data relating to individuals.

Chollerton Preschool is committed to protecting the rights and freedom of individuals with respect to the processing of children's, parents, visitors and staff personal data.

GDPR includes 7 rights for individuals -

1. The right to be informed

Chollerton preschool is a registered childcare provider with Ofsted and as so, is required to collect and manage certain data. We need to know the parents names, addresses, telephone numbers, email address, date of birth and National Insurance number. We need to know children's full names, addresses and date of birth. For parent's claiming the free childcare entitlement, we are requested to provide this data to Northumberland County Council, the information is sent to them using a secure, electronic file transfer system.

As an employer, Chollerton preschool is required to hold data on its employees - names, addresses, telephone numbers, date of birth, bank details, National Insurance numbers and photographic identification such as a passport or driving license. This information is also required for the Disclosure and Barring Service checks (DBS) that are carried out and to check proof of eligibility to work in the United Kingdom. This information is sent via a secure file transfer system, to the processor of the DBS checks.

2. The right to access

At any point, an individual can make a request relating to their data. Chollerton preschool will need to provide a response to any requests, within 1 month. Chollerton preschool can refuse a request, if there is a lawful obligation to retain the data i.e. from Ofsted, in relation to the EYFS. We will always inform the individual of the reasons for rejection. The individual has the right to complain to the ICO if they're unhappy with the decision.

3. The right to erasure

You have the right to request deletion of your data, where there is no compelling reason for its continued use. However, Chollerton preschool has a legal duty to retain children and parents details for a reasonable amount of time. Chollerton Preschool is required by law, to retain children and parents records for 3 years after the child has left the preschool.

Accident and Injury records must be kept until the child reaches the age of 21. Child protection records must be retained until the child reaches the age of 24. Staff records must be kept for 6 years after the employment ceases. All of the data that we retain is archived securely, in a locked cupboard. It is shredded after the legal retention period.

4. The right to restrict processing

Parents, visitors and staff can object to Chollerton preschool processing their data. This means that records can be stored, but must not be used in any way.

5. The right to share data

Chollerton preschool requires some data to be shared with a third party, such as, the Local Authority and Payroll. These recipients use secure, file transfer systems and have their own policies and procedures in place, in relation to GDPR.

6. The right to object

Parents, visitors and staff can object to their data being used for certain activities, such as marketing or research.

7. The right to not be subject to automated decision-making, including profiling

Chollerton preschool does not use personal data for such purposes.

Storage and use of personal information -

All paper copies of children and staff records are kept securely in a locked cupboard at the preschool. The manager has access to all records and staff has limited access, on a need to know basis.

Records held on the computer, are backed up on a weekly basis and can only be accessed by the 'Data Controller'. These records are password protected.

All records are kept on site at all times. Archived records are shredded after the retention period.

In order to fulfil their role, to supervise and support the operations of the preschool, the Chairperson, Treasurer, Secretary and other nominated members of the preschool Committee may also deal with confidential information, including names and addresses of parents.

All information held, both paper and digital records will be kept confidential within the committee and staff. In the event of there being any wrongful disclosures of confidential information, it will be investigated immediately.

Upon a child leaving Chollerton preschool and moving on to school or a new setting, data held on the child may be shared with the receiving school/setting. Such information will be sent via the Northumberland County Council internal post service or via a secure file transfer system. For children attending a school/setting outside of Northumberland, the data will be given to the parent to deliver to the receiving school/setting.

It is the parent's responsibility to ensure that the information given to us in the registration forms, are correct and kept up to date.

GDPR means that Chollerton preschool must -

- Manage and process personal data properly
- Protect the individual's rights to privacy
- Provide individuals with access to all personal data that is held on them

If any person wishes to know what information we hold on them, they should speak to our preschool manager.

This Policy has been agreed by the Chollerton preschool committee

Signed by Pre-School Manager

Signed on behalf of the committee

This Policy was reviewed June 2023