**Data Protection**

In order to provide a quality early years and childcare service and comply with legislation, we will need to request information from

* parents about their child and family
* staff

Some of this will be personal data. We take staff and families’ privacy seriously, and in accordance with the General Data Protection Regulation (GDPR),

We will process any personal data according to the seven principles below:

**1.** We must have a lawful reason for collecting personal data, and must do it in a fair and transparent way. We will be clear about what data we are collecting, and why.

**2.** We must only use the data for the reason it is initially obtained. This means that we may not use a person’s data to market a product or service to them that is unconnected to the reasons for which they shared the data with us in the first place.

**3.** We must not collect any more data than is necessary. We will only collect the data we need to hold in order to do the job for which we have collected the data.

**4.** We will ensure that the data is accurate. We will ask parents and staff to check annually and confirm that the data held is still accurate.

**5.** We will not keep data any longer than needed. We must only keep the data for as long as is needed to complete the tasks it was collected for. Records will be shredded or burnt when no longer required.

**6.** We must protect the personal data. We are responsible for ensuring that anyone else who handles the data, processes and stores it securely.

**7.** We will be accountable for the data. This means that we will be able to show how we are complying with the law.

We have registered with the Information Commissioner’s Office.

We ask parents for personal data about themselves and their child/ren in order to deliver a childcare service (see Privacy Notice). We are required to hold and use this personal data in order to comply with the statutory framework for the early years foundation stage, Ofsted, Department for Education and Bucks County Council.

We ask staff for personal data about themselves in order to deliver a childcare service (see Privacy Notice). We are required to hold and use this personal data in order to comply with the statutory framework for the early years foundation stage, Ofsted, Department for Education and Bucks County Council.

**Subject access**

Parents and staff have the right to inspect records about their child/themselves at any time. This will be provided without delay and no later than one month after the request, which should be made in writing. We will ask parents/staff to regularly check that the data is correct and update it where necessary.

**Storage**

We will keep all paper-based records about children and their families in a locked cupboard. Digital records are uploaded onto Tapestry and we have signed their GDPR policy.

We will keep all paper-based records about staff in a locked cupboard

**Information sharing**

With parental consent, we share information with other childcare providers if a child attends another setting.

We are also required to share information with Bucks County Council in regard to FE funding.

We will not share any information with anyone without staff/parents’ consent, unless there is a child protection concern.

Ofsted may require access to our records at any time.

**Record keeping**

We record all accidents in an accident book.

We will inform Ofsted*,* the local child protection agency and the Health and Safety Executive of any significant injuries, accidents or deaths as soon as possible.

We will only share information if it is in a child’s best interests to do so. For example, in a medical emergency. If we are worried about a child’s welfare we have a duty of care to follow the Local Safeguarding Children Board procedures and make a referral.

**Suspected breach**

If we suspect that data has been accessed unlawfully, we will inform the relevant parties immediately and report to the Information Commissioner’s Office within 72 hours. We will keep a record of any data breach.

*This policy was adopted at a meeting of the nursery school held on (date)……………………………*

*Signed on behalf of the nursery school………………………..*

*Understood and accepted by:*