



## Data Protection Policy updated May 2018 in line with the new GDPR

In order to provide a quality early years and childcare service and comply with legislation, Poppy & Jack's will need to request information from parents/guardians about their child/ren and family. Some of this will be personal data.

Poppy & Jack's take families' privacy seriously, and in accordance with the General Data Protection Regulation 2018 (GDPR), we will process any personal data according to the seven principles below:

1. Poppy & Jack's 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. Poppy & Jack's 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. Poppy & Jack's 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. Poppy & Jack's will ensure that the data is accurate, and will ask parents to check annually and confirm that the data held is still accurate.
5. Poppy & Jack's 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.
6. Poppy & Jack's must protect the personal data. We are responsible for ensuring that we, and anyone else charged with using the data, processes and stores it securely.
7. Poppy & Jack's will be accountable for the data. This means that we will be able to show how we (and anyone working with us) we complying with the law.

### **Procedure (how Poppy & Jack's put the statement into practice)**

Poppy & Jack's are registered with the Information Commissioner's Office, the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

Poppy & Jack's expect parents to keep private and confidential any sensitive information they may accidentally learn about the Poppy & Jack's family, setting or the other children and families attending any of our settings, unless it is a child protection issue.

Poppy & Jack's will be asking parents/guardians 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 year's foundation stage, Ofsted, Department for Education and the local authority.

### **Subject access**

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

### **Storage**

Poppy & Jack's will keep all paper-based records about children and their families securely locked away. Documents that will be held on site will be locked away in a secure lockable filing cabinet or cupboard. Documents stored off site will be stored in a secure storage unit. Information that is held on the child and their family will be securely stored until the child reaches the age of 25 years.

Poppy & Jack's use childcare soft ware to store data and the soft ware that we use all conforms to the GDPR 2018.

The use of USB drives are not permitted.

### **Information sharing**

Poppy & Jack's are expected to share information with other childcare providers if a child also attends another setting.

Poppy & Jack's are also required to share information with the local authority in regards to the childcare and early year's entitlements.

Poppy & Jack's will not share any information with anyone without parents' consent, unless there is a child protection concern.

Ofsted may require access to our records at any time.

### **Record keeping**

Poppy & Jack's record all accidents and incidents on paper form and these are then stored in the child's file.

Poppy & Jack's 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.

Poppy & Jack's record all significant incidents in an incident in paper form and we will share these with parents so that together we can work to resolve any issues.

Poppy & Jack's will only share information if it is in a child's best interests to do so. For example in a medical emergency we will share medical information with a healthcare professional. 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. Where possible Poppy & Jack's will discuss concerns with you before making a referral.

### **Safe disposal of data**

Poppy & Jack's are required by law to keep some data for some time after a child has left the setting. We have steps in place and ensure that any data is disposed of appropriately and securely.

Information held on the system "Connect" will be removed from the data base as per Connect's data protection policy after the child reaches the age of 25 years.

### **Suspected breach**

If Poppy & Jack's 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 updated by	Laura Ratcliffe (Administration Manager	Date updated	25.05.2018
Policy review date	25.05.19	Signed	LJRatcliffe