



Scalliwags Pre-School CIO

Safeguarding Children

Data Protection Policy

In order to provide a quality early years and childcare service and comply with legislation, Scalliwags Pre-School CIO will need to request information from parents about their child and family. Some of this will be personal data. The policies relating to the storage and transferring of such records can be found within that policy.

Scalliwags Pre-School CIO takes families' privacy very seriously, and in accordance with 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 we cannot 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, and ask parents to check annually and confirm that the data held is still accurate.

Scalliwags Pre-School CIO

The Village Hall, Bush Road, East Peckham, Kent, TN12 5LL

Telephone: 01892 835980 E-mail: admin@scalliwags.org

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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.
6. We 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. We will be accountable for that data. This means that we will be able to show how we (and anyone working with us) are complying with the law.

Procedure

- Scalliwags Pre-School CIO is 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.
- Scalliwags Pre-School CIO expects parents to keep private and confidential any sensitive information they may accidentally learn about the pre-school or other children and families attending pre-school, unless it is a child protection issue.
- Scalliwags Pre-School will be asking parents for personal data about themselves and their child/ren in order to deliver a childcare service. 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 our Local Authority.

Subject Access, Storage and Information Sharing

- Our policies laid out for subject access, storage and information sharing are all made with GDPR in mind. They are available in their specific policies; Confidentiality and Client Access to Records, Children's Records, Information Sharing, Provider Records and Transfer of Records.

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- If a child is known to children's services, even if the case is closed, all documentation will be transferred to the new setting so they can understand the child's background. A copy will be kept until the child is 25 years old, and then disposed of appropriately and securely.

Safe disposal of data

- Scalliwags Pre-School CIO is required by law to keep some data for some time after a child has left the setting. We have a review plan in place and ensure that any data is disposed of appropriately and securely.

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 breach

This policy was adopted at a meeting of		
Held on		(date)
Date to be reviewed		(date)
Signed on behalf of the management committee		
Name of signatory		
Role of signatory		

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