



All Saints Nursery School

GDPR Policy

Date written: [November 2022](#)

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General Data Protection Regulation Policy

All Saints Nursery School

Statement

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018.

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes and that individual's data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. All Saints Nursery School is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors and staff personal data.

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

All Saints Nursery School is registered with The Information and Commissioner's Office and our Register Entry Number is Z1667989. Sallie Smith, Nursery Manager is our setting data controller.

GDPR includes 7 rights for individuals

1) The right to be informed

All Saints Nursery School is a registered Childcare provider with Ofsted and as so, is required to collect and manage certain data. We need to know parent's names, addresses, telephone numbers, email addresses, date of birth and National Insurance numbers. We need to know children's' full names, addresses, date of birth and Birth Certificate number. For parents claiming the free nursery entitlement, we are requested to provide this data to Kent County Council; this information is sent to the Local Authority via a secure electronic file transfer system.

We are required to collect certain details of visitors to our pre-schools. We need to know visitors names, company, reason for visit and time of arrival and departure. This is in respect of our Health and Safety and Safeguarding Policies.

As an employer All Saints Nursery School is required to hold data on its employees; names, addresses, email addresses, telephone numbers, date of birth, National Insurance

numbers, bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. This information is sent via a secure file transfer system to Capita for the processing of DBS Checks.

2) The right of access

At any point an individual can make a request relating to their data and All Saints Nursery School will need to provide a response (within 1 month). All Saints Nursery School can refuse a request, if we have a lawful obligation to retain data i.e. from Ofsted in relation to the EYFS, but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

3) The right to erasure

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However, All Saints Nursery School has a legal duty to keep children's and parents details for a reasonable time, we retain these records in line with Retention Guidelines. Staff records must be kept for 6 years after the member of leaves employment, before they can be erased. This data is archived, then shredded after the legal retention period.

4) The right to restrict processing

Parents, visitors and staff can object to All Saints Nursery School processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.

5) The right to data portability

All Saints Nursery School requires data to be transferred from one IT system to another; such as from All Saints Nursery School to the Local Authority, to shared settings and to Tapestry' Online Learning Journal. 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 like marketing or research.

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

Automated decisions and profiling are used for marketing-based organisations. All Saints Nursery School does not use personal data for such purposes.

Storage and use of personal information

All paper copies of children's and staff records are kept in a locked office, with keypad entry, in a locked metal cupboard. Members of staff can have access to these files, but information taken from the files about individual children is always confidential and remains on site. These records are shredded after the retention period.

Information about individual children is used in certain documents, such as, a weekly register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are shredded after the relevant retention period.

All Saints Nursery school is a registered charity and collects a large amount of personal data every year including; names and addresses of those on the waiting list. These records are shredded if the child does not attend or added to the child's file and stored appropriately.

Information regarding families' involvement with other agencies is stored both electronically on an external hard drive and in paper format, this information is kept in a locked cupboard in a locked office with keypad entry. These records are shredded after the relevant retention period.

Upon a child leaving All Saints Nursery School and moving on to school or moving settings, data held on the child may be shared with the receiving school, with written parental permission. Such information will be sent via the Royal Mail postal service.

Access to all Office computers and Tapestry Online Learning Journal is password protected.

Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a locked filing cabinet. GDPR means that All Saints Nursery School must; * Manage and process personal data properly

* Protect the individual's rights to privacy

* Provide an individual with access to all personal information held on them.