



General Data Protection Policy and Regulation (GDPR) Statement

Issue date	Reviewed by	Next review date
September 2023	Shirlyn Watson	September 2024

The General Data Protection Policy and Regulation (GDPR) will replace the UK Data Protection Act 1998. This came into force from May 2018 in which any organisation holding or collecting data was required to meet the new requirements.

GDPR will remain in place following Brexit and will affect all businesses across the EU including small businesses and sole-traders, therefore all childcare providers must comply.

The regulation requires all organisations to have a written Policy in place to explain:

- What information we will be collecting
- The lawful basis for data processing (i.e. why we are required to collect this information and how it will be used)
- The methods we will use to collect and securely store information
- Whether anyone else within the setting has permission to collect or access information, e.g. staff or assistants.
- Who will information be shared with and why
- The methods used to share information
- How long data is stored for and how it is destroyed

The GDPR provides rights for individuals regarding collection, processing and access their information being held within organisations. Such as:

- The right to be informed
- The right of access
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to data portability

Statement:

We are a high quality early years and childcare service. We comply with 'The Framework for the Early Years Foundation Stage 2022: (Department for Education) legal standards and requirements to keep children safe, learning and achieving. Little Village Nursery School is known to our Local Authority as a provider of Early Years Day Care in a nursery setting.

London Borough of Lewisham

As an Early Years Childcare provider, we are registered and vetted as a suitable organisation and regularly inspected by Ofsted:

Date of Registration: 19th June 2023

Ofsted Registration PIN: 2737559

Date of last inspection: N/A

Ofsted contact details: enquiries@ofsted.gov.uk or 0300 123 4666

Therefore, Little Village Nursery School is required to gather personal data/information about parents and their children in order to deliver an appropriate childcare service

To comply with the above legislation we will need to collect some information from parents about their child and family.

Procedures:

We will be clear with parents about what data we are collecting and the reason why, simply this is the data we will need to provide safe and appropriate childcare services for your child/children by law.

Parents and employees will ensure their personal data is accurate at the time given to Little Village Nursery School and inform at the soonest opportunity should this change. We will hold this data for the reason it was collected for and in compliance with the legislation. We will dispose of all data stored both appropriately and securely after the required holding period.

Should an individual's data be compromised we will inform those individuals and report the breach to the Information Commissioner's Office within 48 hours. We will keep a record of the breached details for records.

We will store all paper based personal data securely; this will be stored in a locked cupboard including safe storage in which will be locked with keys. This will then be stored within a locked secure premises.

We will seek parent/guardian's permission in the first instance when storing individuals' data/photographs/video recording in a digital format e.g. computer or smart phone externally or backed up on a password protected USB device. We will ensure sufficient adequate digital security systems are in place. Example: firewall and data protection software to keep the data secure and use password protected files to access data externally.

At any time, our employees are able to show and explain how and why we are complying with this legislation. We are registered with the Information Commissioners' Office to comply.

Date of registration:

The UK independent authority Information Commissioners' Office has been set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

We will not share an individual's personal data unless required to do so by law.

Parents/guardians have the right to access personal data records about their child at any time and this will take place as soon as possible by the designated manager.

We expect individuals to maintain confidentiality regarding any information they may hear about a family, the setting or other children and families attending unless this proves to be a child protection issue.

Individuals with whom we maybe required to share information by law with are:

We will only share information without your prior consent if it is in the child's best interest to do so. This includes if there is a child protection concern, a criminal or tax investigation, health and hospital professionals, local authority childcare and early years' entitlements enquiry, health and safety executive, the setting where your child attends in conjunction with Little Village Nursery School and with Ofsted who have automatic access to my records at any time

If we are worried about a child's welfare, we have a legal duty of care to follow local safeguarding children's board procedures and make a referral to Lewisham Children's Services. Where possible we will discuss our concerns with parents/guardians prior to making a referral but this may not always be possible due to the concerns being raised.

It is a requirement that we inform Ofsted and our local safeguarding children's board of any serious accidents (Health and Safety Executive) and incidents e.g. trips to Accident and Emergency department and where the child has been admitted, broken bones, deaths, racist or extremist threats, or where the Police have visited our premises as part of a related investigation

[I/We agree to the processing of my child/children/family's information as described above in The General Data Protection Policy and Regulation \(GDPR and further explained in this Privacy Policy:](#)