Delaware Pre-School
Providing Quality Childcare Since 1969

General Data Protection Regulation Policy

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 and lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals' data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Delaware Pre-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.

Delaware Pre-School is registered with the ICO (Information Commissioners Office) under registration reference; ZA113127 and has been registered since 23rd April 2015. The certificate is on display on the office door notice board.

GDPR includes 7 rights for individuals

1 The right to be informed

Delaware Pre-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 Cornwall 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-School. We need to know visitors' names, telephone numbers, addresses and where appropriate company name. This is in respect of our Health and Safety and Safeguarding policies.

As an employer Delaware Pre-School is required to hold data on its employees; names, addresses, email addresses, telephone numbers, date of birth, National insurance numbers, photographic ID such as passport and driver's license, 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 GBG online disclosures 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 Delaware Pre-School will need to provide a response within one month. Delaware Pre-School can refuse a request, if we have a lawful obligation to retain data. However, 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, Delaware Pre-School has a legal duty to keep children's and parents' details for a reasonable time* Delaware Pre-School retain these records for 3 years after leaving Pre-School, children's accident and injury records for 19 years or until the child reaches 21 years of age or until the child reaches 24 years of age for child protection records. Staff records must be kept for 6 years after the member of staff leaves employment, before they can be erased. This data is archived securely onsite and shredded after the legal retention period.

4 The right to restrict processing

Parents, visitors and staff can object to Delaware Pre-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

Delaware Pre-School requires data to be transferred from one IT system to another, such as from Delaware Pre-School to the local authority and to shared settings. The recipients 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 not used for marketing-based organisations. Delaware Pre-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 filing cabinet in a locked office at Delaware Pre-School. Members of staff have access to these files, but information taken from the files about individual children is confidential and these records always remain 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.

Delaware Pre-School 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 and in paper format; this information is kept in a locked filing cabinet in a locked office. These records are shredded after the relevant retention period.

Upon a child leaving Delaware Pre-School and moving on to school or moving settings, data held on the child may be shared with the receiving school.

Delaware Pre-School stores personal data held visually in photographs no names are stored with the images on the website or on Delaware Pre-Schools media sites.
Access to all office computers and tablets are password protected and stored in a locked cabinet.

CCTV is in operation in the foyer/office, Wise Owl room, Mouse room and corridor, only the Manager and Deputy Manager have access to this. We operate a digital wireless video baby monitor with sound in the sleep room and the Gruffalo room.

GDPR means that Delaware Pre-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

	2025	2026	2027	2028	2029	2030	2031
Chairs signature	AA	AC					
Managers signature	HA	HA					
Date of review	Spring 25	Spring 26					
Date of next review	Spring 26	Spring 27					

Changes 2025	Office move. CCTV placement moved
Changes 2026	Change to CCTV placement
Changes 2027	
Changes 2028	
Changes 2029	
Changes 2030	
Changes 2031	