

STEPPING STONES CHILDCARE

Data Protection Policy

At Stepping Stones we will meet the EYFS requirements by:-

- Developing a professional relationship with all parents/carers treating all information shared with us as confidential unless it compromises a child's safety or welfare. In such a case we will be required to disclose sensitive and confidential information to the appropriate agencies.
- Holding confidential information and records about children and staff in a secure place which will only be accessible and available to those who have a right or professional need to see them.
- Complying with our responsibilities under the Data Protection Act (DPA) 2018 and where relevant the Freedom of Information Act 2000. (3.69)

To be compliant with the requirements of Data Protection we will:-

1. Renew the need to register with the Information Commissioner's Office annually and if so make the certificate available to parents and carer.
2. Ensure any digital device, mobile phone and computer has restricted access and is protected by use of the use of a password, username or pin number.
3. Ensure that all staff understand the need to protect children's privacy and the legal requirement relating to children's information.
4. Keep confidential information filed away in a locked cabinet.
5. Seek parent's written permission to obtain information from other providers.
6. Enable parents and carers to inspect all records about their child at any time.
7. Seek parents or carers consent to share information directly with other relevant professionals if considered necessary.
8. Give parents the right to opt out or in as to whether they wish to have their personal information kept on written or electronic records by the nursery in accordance with the GDPR 25th May 2018.

Our Responsibilities under the Data Protection Act 2018

The Data Protection Act 2018 covers correct storage and sharing of both manual and electronic information. There are 8 principles put in place by the Data Protection Act to make sure that information is handled properly.

They say that data must be: -

- Fairly and lawfully processed
- Processed for limited purpose
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in line with your rights (children, parents & staff)
- Secure
- Not transferred to countries without adequate protection

The Data Protection Act (DPA) 2018 gives parents and carers the right to access information about their child that a provider holds. However, the DPA also sets out specific exemptions under which certain personal information may, under specific circumstances be withheld from release. For example a relevant professional will need to give careful consideration as to whether the disclosure of certain information about a child could cause harm either to the child or any other individual. It is therefore essential that all providers/staff in early year's settings have an understanding of how data protection laws operate. Further guidance can be found on the website of the Information Commissioner's Office at: www.ico.gov.uk/fororganisations/dataprotection.aspx (EYFS 2014 page 30)

<p>Name Susan Perkins</p> <p>Signed on behalf of the nursery <i>Susan Perkins</i></p> <p>Date 21.03.2017</p> <p>Review date: 21.03.2018 or when regulations change.</p>
<p>Name Susan Perkins</p> <p>Signed on behalf of the nursery <i>Susan Perkins</i></p> <p>Date: 28.05.2018</p> <p>Review date: 28.05.2019 or when regulations change</p>
<p>Name Susan Perkins</p> <p>Signed on behalf of the nursery <i>Susan Perkins</i></p> <p>Date: 08.01.2019</p> <p>Review date: 08.01.2020</p>
<p>Name Susan Perkins</p> <p>Signed on behalf of the nursery <i>Susan Perkins</i></p> <p>Date 12/02/2020</p> <p>Review date 12/02/2021</p>
<p>Name: Susan Perkins</p> <p>Signature: <i>Susan Perkins</i></p> <p>Date: 27,02/2021</p> <p style="text-align: right;">Review date: 27/02/2022</p>
<p>Name: Susan Perkins</p> <p>Signature: <i>Susan Perkins</i></p> <p>Date: 02/02/2022</p> <p style="text-align: right;">Review date: 02/02/2023</p>

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