

Furzehill Childcare Centre

DATA PROTECTION POLICY

Data Protection

In order to provide a quality early years and childcare service and comply with legislation, Furzehill Childcare Centre will need to request information from parents about their child and family. Some of this will be personal data.

Furzehill Childcare Centre takes families' privacy seriously and in accordance with the General Data Protection Regulation (GDPR), will process any personal data according to the seven principles below:

1. A lawful reason for collecting personal data and must do it in a fair and transparent way. Furzehill Childcare Centre will be clear about what data is collected, and why.
2. Furzehill Childcare Centre must only use the data for the reason it is initially obtained. This means that we may not 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. Furzehill Childcare Centre must not collect any more data than is necessary. We will only collect the data that is needed to be held in order to do the job for which we have collected the data.
4. Furzehill Childcare Centre will ensure that the data is accurate and ask parents to check regularly and confirm that the data being held is still accurate.
5. Furzehill Childcare Centre 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. Furzehill Childcare Centre must protect the personal data. We will be responsible for ensuring that anyone charged with using the data, processes and stores it securely.
7. Furzehill Childcare Centre will be accountable for the data. This means that Furzehill Childcare Centre will be able to show how we are complying with the law.

Procedure

Furzehill Childcare Centre has 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.

Furzehill Childcare Centre expect parents to keep private and confidential any sensitive information they may accidentally learn about the setting or the other children and families attending the setting, unless it is a child protection issue.

Furzehill Childcare Centre will be asking parents for personal data about themselves and their child/ren in order to deliver a childcare service (see privacy notice). Furzehill Childcare Centre is 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 the Isle of Wight local authority.

Subject access

Parents have the right to inspect records about their child at any time. This will be provided without delay and no later than one month after the request, which should be made in writing. Furzehill Childcare Centre will ask parents to regularly check that the data is correct and update it where necessary.

Storage

Furzehill Childcare Centre will keep all paper-based records about children and their families securely locked away.

Furzehill Childcare Centre will keep records relating to individual children on computers, externally or in cloud storage such as iCloud, Google Drive or Dropbox, including digital photos or videos. Furzehill Childcare Centre will obtain parents' permission. This also includes CCTV. We will store the information securely, for example, in password-protected files, to prevent viewing of the information by others with access to the computer.

Backup files will be stored on external hard drives which will be locked away when not being used. Firewall and virus protection software are in place.

If we store any records using other digital programmes such as Tapestry, we will ensure we have carried out due diligence to ensure they are compliant with GDPR.

Information sharing

Furzehill Childcare Centre is expected to share information with other childcare providers if a child also attends another setting and when a child is transitioning between childcare settings and the point of entry into school.

Furzehill Childcare Centre is also required to share information with the Isle of Wight Local Authority in regards to the childcare and early years entitlements.

Furzehill Childcare Centre will not share any information with anyone without parents' consent, unless there is a child protection concern.

Ofsted may require access to the records held by Furzehill Childcare Centre at any time.

Record keeping

Furzehill Childcare Centre record all accidents in an accident book.

Furzehill Childcare Centre will notify OFSTED of any significant accidents e.g. an accident resulting in a doctor or hospital visit. Furzehill Childcare Centre may also be required to notify the insurance company and the HSE about any significant accident which may result in an insurance claim or an investigation being carried out.

Furzehill Childcare Centre will inform Ofsted, the local child protection agency and the Health and Safety Executive of any significant injuries, accidents or deaths as soon as possible.

Furzehill Childcare Centre will record all significant incidents in an incident book and will share these with parents so that together we can work to resolve any issues.

Furzehill Childcare Centre will only share information if it is in a child's best interests to do so. For example in a medical emergency Furzehill Childcare Centre will share medical information with a healthcare professional. If Furzehill Childcare Centre is worried about a child's welfare we have a duty of care to follow the Isle of Wight Safeguarding Children Partnership procedures and make a referral. Where possible the nominated safeguarding lead for the setting will discuss concerns with you before making a referral.

Safe disposal of data

Furzehill Childcare Centre is required by law to keep some data for some time after a child has left the setting. Furzehill Childcare Centre have a review plan in place and ensure that any data is disposed of appropriately and securely.

Suspected breach

If Furzehill Childcare Centre 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. Furzehill Childcare Centre will keep a record of any data breach.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>7th June 2022</i>	<i>L. Coleman</i>	<i>7th June 2023</i>