



Plus Three Nurseries Policy for **General Data Protection Regulation**

Policy Statement

Plus Three Nurseries Ltd recognises that it has statutory obligations under the General Data Protection Regulation (May 2018) to maintain accurate data safe from unauthorised use and access. This document sets out the procedures that Plus Three Nurseries Ltd will undertake to ensure that it complies with its legal obligations.

Procedure

Plus Three Nurseries has identified the Principal, Sue Butler (Data Controller) as the person responsible for the General Data Protection Regulation policy (GDPR). The Principal will be responsible for managing the promotion and use of the policy within the company. In the absence of the Principal, this is the responsibility of the Senior Nursery Manager/Nursery Manager.

The Senior Nursery Manager/Nursery Managers' (Data Processors) will be responsible for ensuring that the policy is complied with within the nurseries.

The policy will be reviewed at yearly intervals or sooner, if relevant legislation changes.

Plus Three Nurseries Ltd is registered with the Information Commissioners Office, registration reference Z1079064.

Collecting and storing data

Only data that assists and furthers the meeting of the objectives of employees, staff and families of Plus Three Nurseries Ltd will be collected and stored. Child/parent(guardian) details will include full name, DOB, Ethnicity, parent/carer name, parent (guardian) contact numbers & email addresses, confirmation of parent responsibility for the child, details of any other carers whom have permission to collect the child and any relevant medical and food allergy/intolerances. Further details of parent/carer NI Number and DOB will be stored on the child's parent declaration form for the purposes of applying for free entitlement funding and the early years pupil premium if eligible. All child record cards, contracts, parent declaration forms, child progress records and registers will be stored at nursery in a lockable filing cabinet within a locked cupboard. Plus Three Nurseries Ltd computer, database and Local Authority Portal is password protected in a lockable office and only accessible by the Principal and Senior Nursery Manager. The computer is password protected and the password is change every three months. The computer has McAfee LiveSafe antivirus software installed. In addition, e mails containing data use initials only, any e mails requiring more details are sent encrypted via Bracknell Forest Borough council to ensure security of data. All e-mails for the purpose of Plus Three Nurseries business are sent from the official email address plusthreenursery@aol.com only.

Staff details held in nursery are name, address, contact telephone number, staff emergency contact details and any medical records relevant to their role along with meeting minutes/training/supervision/ appraisal documents and staff registers. These documents are stored in a lockable filing cabinet within a locked cupboard. Staff documents for Safer Recruitment which include evidence of identity, bank details and signed contracts are stored at Plus Three Nurseries Ltd Registered Head Office – 21C Balliol Way, Owlsmoor, Sandhurst, GU47 0QN in a lockable filing cabinet within a lockable office. Permission has been attained from the employee and OFSTED to hold records at this address. Staff bank details will be deleted from Santander secure digital banking once their final pay has been received.

When data is collected Plus Three Nurseries Ltd will inform the individual of the legal basis for purpose and use of this data and will provide a Privacy Statement to all new families and employees at Plus Three Nurseries Ltd in their child/employee welcome pack which forms part of their contract with Plus Three Nurseries Ltd.

No unauthorised transmission of data regarding an individual will be transferred from one person to another person/organisation without that person's knowledge unless we have a Safeguarding concern and feel your child is at risk of imminent harm, in this instance, a referral maybe be made to Children's Social Care without your consent. Information transferred out of Plus Three Nurseries Ltd will require specific consent e.g. transfer documents/safeguarding records and will either be posted by recorded delivery or hand delivered and a receipt obtained.

Data from telephone conversations e.g. names/contact telephone numbers will be hand written records only and shredded when no longer required.

Plus Three Nurseries Ltd website has a password protected section of the web site for newsletters; the password is provided to parents who currently attend the nursery only and is changed annually.

Data no longer required will be disposed of in a safe and secure manner (burnt or shredded) and electronic data will be deleted by Sue Butler or the Senior Nursery Manager/Nursery Manager, registers will be kept for 21 years and accident reports for 21 years and 3 months. Child/employee data will be held only in nursery whilst the child/employee is attending/working for Plus Three Nurseries. Upon leaving, the information relating to the child will be securely disposed of after 3 years of the child leaving nursery and deleted from Plus Three Nurseries Ltd database. All personnel files will be disposed of after 7 years. Plus Three Nurseries Ltd accounts records will be held for 7 years as per HMRC Regulations.

Records will be retained and disposed of as per the attached Retention of records schedule.

Any data collected on children or young people will be with the knowledge and permission of the person with their parental responsibility.

Staff (including supply and contracted), or volunteers who have authorised access to personal data should not use or disclose information in any manner that is incompatible with the purpose for which it is being held.

Failure to comply with the above requirements may result in disciplinary action.

Should there be a breach in this policy the matter will be investigated by Sue Butler/Vicky Jones (Data Processor) within 48 hours of the breach occurring and then reported to the Information Commissioners Office within three working days.

Should you wish to make a complaint to the Information Commissioners Office, please contact: Information Commissioners Office, Notification Department, Wycliffe House, Water Lane, Wilmslow, SK9 5 AF.

Refer to:

Privacy Notice
Retention of records schedule