

# **Little Bears Pre School.**

## **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 & 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. Little Bears Pre School CIO is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, Parents/Guardians visitors, staff and CIO members 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.

Little Bears Pre School is registered with the ICO (Information Commissioners Office) under registration reference ZA372397 and was registered on 17<sup>th</sup> May 2018. Certificate is displayed on the information boards at Little Bears Pre School CIO.

### **GDPR includes 7 rights for individuals**

#### **1) The right to be informed**

Little Bears Pre School CIO is a registered Childcare provider with Ofsted and so is required to collect and manage certain data. We need to know parents/guardians names, addresses, telephone numbers, email addresses. We need to know children's' full names, addresses, and Date of Birth. For parents claiming Funded Hours we are requested to provide this data to Devon County Council Early Years Funding. This information is sent to the Local Authority via a secure electronic file transfer system. When Parents/Guardians have consented Little Bears Pre School CIO, shares child's name and Date of Birth with first choice school. Little Bears Pre School CIO does not share Parent/Guardian and Children information with any other person/company/organisation without consent from Parents/guardian. Unless we are required to by Law or in a Medical emergency.

As an employer Little Bears Pre School CIO 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. Little Bears Pre School CIO shares Employee Name, Address, Date of Birth, National Insurance number with The Pre School Learning Alliance Payroll department to complete payroll calculates on behalf of Little Bears Pre School CIO. Employee's Name and Telephone numbers

Emails are displayed on the Pre School Noticeboard with consent of the employee. Employees Information is not shared with any person/company/organisation without consent from employee unless we are required to by Law or in a Medical emergency

Little Bears Pre School CIO has a visitor signing in book, The book ask for Name, reason for visit, time in and out. The book does not leave the Pre School classroom and the information in this book is only used by staff. Little Bears Pre School CIO does not share visitor's information unless we are required to by Law or in a Medical emergency.

Little Bears Pre School CIO. Has a CIO team of Volunteers. Little Bears Pre School, collects Name, Address, Date of Birth. Email Address. From the volunteers this information is shared with the Charity Commission. The CIO teams Name and Telephone numbers and Email addresses are displayed on the Pre School Notice board with the CIO members consent. CIO members information is not shared with any person/company/organisation without consent from CIO Member. Unless we are required to by Law or in a Medical emergency.

Little Bears Pre School CIO does have a website and a Facebook page Little Bears Pre School does not collect personal information from the website or Facebook page. Little Bears Pre School CIO does not share personal information on the website or Facebook Page.

## 2) The right of access

At any point an individual can make a request relating to their data and Little Bears Pre School CIO will need to provide a response within 21 working days. Little Bears Pre School can refuse a request, if we have a lawful obligation to retain data i.e. from Ofsted in relation to the EYFS, but 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 Little Bears Pre School CIO has a legal duty to keep children's, parents/Guardian, details for a reasonable time\*, Little Bears Pre School CIO retain children's accident and injury records and Child Protection records for 24 years. 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 at Little Bears Pre School CIO and shredded after the legal retention period.

## 4) The right to restrict processing

Parents/Guardian visitors, staff and CIO members can object to Little Bears Pre School CIO 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

Little Bears Pre School CIO requires data to be transferred from one IT system to another; such as from Little Bears Pre School CIO to Devon County Council and

Charity Commission. These recipients use secure file transfer systems. And have their own policies and procedures in place in relation to GDPR.

#### 6) The right to object

Parents/Guardians, visitors, staff and CIO members 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 used for marketing based organisations. Little Bears Pre School does not use personal data for such purposes.

#### Storage and use of personal information

All documents are kept in a Locked Filing Cabinet in Little Bears Pre School Classroom. Or at the Administrator's (Selina Woollacott) residents in a locked Cupboard. Documents are returned to the pre-school filing cabinet when no longer needed by the Administrator. These records are shredded after the retention period.

Upon a child leaving Little Bears Pre School CIO and moving on to school or moving settings, data held on the child may be shared with the receiving school. Such information will be sent to receiving school with consent or the Parents/Guardians.

No names of children are displayed on the website or on Little Bears Pre School social media sites.

Access to all computers is password protected. All computers are security protected. When a member of staff leaves the passwords are changed. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a locked filing cabinet.

Little Bears Pre School CIO has a data controller Mrs Victoria Tonkin (CIO Chairperson) who will oversee with yearly checks or if something comes to his attention.

Little Bears have two processors Mrs Jane Elston (Manager) and Mrs Selina Woollacott (administrator) who will continue throughout the calendar year to update, monitor in line with the Retention periods for records document from the Pre School Learning Alliance. Mrs Jane Elston and Mrs Selina Woollacott will dispose of any data that needs to be disposed of by using a shredder in the Little Bears classroom.

GDPR means that Little Bears Pre School CIO 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

This Policy was adapted at a CIO meeting at Little Bear Pre School CIO

Signed on behalf of Little Bears Pre-school CIO

Name and Role

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Date.....

Name and

Role.....

Date .....

Policy reviewed and updated : 25<sup>th</sup> March 2019

\* please see attached Preschool Learning Alliance Retention periods for records.