

# Data Protection Policy

## Policy Statement

Little Learners Nursery is required to collect personal information for its employees, children, parents and visitors. It is also necessary to process information to recruit new practitioners and to meet legal obligations to funding bodies. This policy explains how we meet the requirements of the General Data Protection Regulation 2018 (GDPR) as well as the Ofsted and Early Years Foundation Stage (EYFS) statutory requirements when collecting, storing and destroying personal data. The GDPR provides individuals with greater control over their own personal data. There are six Data Protection Principles in which we must ensure we comply. These are:

- There must be a lawful reason for collecting personal data and it must be done in a fair and transparent way.
- Must only use the data for the purpose it was collected.
- You must not collect any more data than is necessary.
- It must be accurate and there must be a process in place for keeping it up to date.
- Data is not kept for longer than necessary.
- Personal data is protected.

The named Data Protection Officer for Little Learners at RUSU Ltd is Richard Silcock (Reading University Students Union Chief Executive). Any employee who processes or uses any personal information ensures that the above principles are adhered to at all times.

## Personal Data

Personal Data is information relating to an identifiable individual. At Little Learners Nursery this relates to employees, attending children, their families and emergency contacts, professional visitors and some members of the public e.g. potential employees.

The personal data we collect from individuals includes:

- Names
- Addresses
- Email addresses
- Telephone numbers
- Date of Birth
- Medical Information
- National Insurance Numbers
- Observations on developmental progress
- Reports from the nursery or professional visitors

- Photographs – Children, parents, emergency contacts and employees

Personal data is stored in the following ways:

- Kept in a locked filing cabinet
- In a lock cupboard
- Password protected (if electronic)
- Locked store cupboard (Archive)

### Collecting Personal Data

We ensure that when collecting information about people they understand why the information is being collected, who will be able to access it and how it will be stored. There must be a legitimate reason for the data collection and permission must be obtained. We collect and store data in paper form and electronically.

### Duty to Disclose Information

There is a legal duty to disclose certain information; specifically information linked to safeguarding normally to professionals such as Social Care and/or the police and/or Ofsted. We are also required to share some personal data with local authorities.

### Retention of Data

We keep personal information for the period of times detailed below:

Document	Retention Period	Authority
<ul style="list-style-type: none"> <li>- Child's Entry Pack</li> <li>- Registers</li> <li>- Nursery Contracts</li> <li>- Change to Contract Forms</li> <li>- Funding Forms</li> <li>- Learning Journeys – if not passed on to parent/new setting.</li> </ul>	<p><b>Requirement:</b> A reasonable amount of time after children have left the nursery.</p> <p><b>Nursery Practice:</b> Data will be destroyed/deleted in the July three years after child leaves the nursery.</p>	EYFS Statutory Requirement
<ul style="list-style-type: none"> <li>- Accident Forms</li> <li>- Medical Care Plans</li> <li>- Medical Consent</li> </ul>	<p><b>Recommendation:</b> Until the child reaches the age of 21 years and 3 months.</p>	Limitation Act 1980

<p>Forms</p> <ul style="list-style-type: none"> <li>- Safeguarding Concerns</li> </ul>	<p><b>Nursery Practice:</b></p> <p>Paperwork/electronic data will be stored securely for 21 years and 3 months.</p>	
<ul style="list-style-type: none"> <li>- Register of Interest Forms</li> </ul>	<p><b>Requirement:</b></p> <p>A reasonable amount of time after children have left the nursery.</p> <p><b>Nursery Practice:</b></p> <p>Data of customers who have a contract with the nursery will be destroyed/deleted in the July three years after child leaves the nursery.</p> <p>Data of applicants who do not have a contract with the nursery will be destroyed/deleted in the July three years after application was made unless they request to be removed sooner.</p>	<p>EYFS Statutory Requirement</p>
<ul style="list-style-type: none"> <li>- Photographs</li> </ul>	<p><b>Requirement:</b></p> <p>A reasonable amount of time after children have left the nursery.</p> <p><b>Nursery Practice:</b></p> <p>Photographs are destroyed/deleted at the start of each term for children who have left the Nursery in the previous term.</p>	<p>EYFS Statutory Requirement</p>