

# Policy on Data Protection and Privacy

## Measures taken

Organisations that process data are required to register with the Information Commissioner's Office.

## GDPR Principles

GDPR condenses the data protection act into six areas referred to as the Privacy Principles –

1. You must have a lawful reason for collecting personal data and must do so in a fair and transparent way.
2. You must only use the data for the reason it is initially obtained.
3. You must not collect any more data than is necessary.
4. It has to be accurate and there must be mechanisms in place to keep it up to date.
5. You cannot keep data for any longer than needed.
6. You must protect the personal data.

## Measures to be taken and how we meet the requirements

### **Organisations that process data are required to register with the Information Commissioner's Office**

The nursery will be registered with the Information Commissioner's Office.

**Produce a data protection policy** providing clear direction on responsibilities and procedures in order to safeguard personal data.

**Take steps to control physical security**, locking doors of the office or building where computer equipment is held whenever possible.

**Putting in place controls on access to information** password protection has been applied to all computers containing personal data

**Establishing a business continuity plan** backup files are held in the event of personal data being lost through flood, fire or other catastrophe

**Training staff on security systems and procedures**, staff are aware of their responsibilities, that personal data should only be accessed for business purposes

**Detecting and investigating breaches of security when they occur** access, is limited and any leak of personal data could be attributed to a particular person the ICO will be informed within 72 hours.

**Information will only be used for Nursery Operations**, Records will be kept on site for up to a year after termination of contract, Accident and Incident reports will be held for a maximum of 21 years all other information will be shredded.

**Information Sharing**, Personal details and information will not be passed on to any third party without prior written consent from either the individual or in the case of a child, their parent/carer.

**This policy was reviewed and amended on 15<sup>th</sup> June 2020**