

At Parkway Pre-School, we recognise the importance of safeguarding the personal information entrusted to us by families, staff, and the wider community. Our commitment to high standards of confidentiality and transparency is embedded in every aspect of our operations, ensuring that all data is handled with care and respect.

Date Protection Policy



Parkway Pre-School

Data Protection Lead is **April Smith**

We intend to meet all the requirements of the Data Protection Act 1998 (the Act) and the General Data Protection Regulations 2018 when collecting, storing, and destroying personal data.

Integrating data protection into daily routines will involve,

- Removing duplication wherever possible, that way there is only one version of the data to maintain
- Only collect data that is needed
- Centralising as much data as possible into purpose-built systems e.g. Administration Database
- Setting clear guidelines for non-centralised and physical data
- Updating pre-school policy and procedures to guide what everyone should be doing and what they are responsible for
- Ensuring there is explicit consent where consent is needed
- Running a data audit before implementing any new processing activity
- Considering whether any data is shared with other bodies
- Setting guidelines for managing and using social media platforms

This policy applies to all data that Parkway Pre-school holds relating to identifiable individuals, even if that information technically falls outside of the Data Protection Act 1998. **This can include (but is not limited to):**

- Names of individuals
- Postal addresses
- Email addresses
- Telephone numbers
- Photographs
- Wage and salary information
- Bank account details
- Medical records

- Date of births
- Copies of identification
- Curriculum Vitae (CVs)
- Staff performance records
- Disciplinary records
- Accident and incident records plus any other information relating to individual

Sensitive personal data includes:

- Ethnicity
- Religion
- SEND status
- Looked-after children
- Pupil premium
- Safeguarding

This personal data must be handled in an appropriate manner, whether in paper form or online, to protect the privacy for those which it concerns

POLICY STATEMENT

Parkway Pre-school regards the lawful and correct treatment of personal data of paramount importance. All individuals associated with our setting, children, parents, staff, students, and volunteers, have a right to expect that their personal data is treated lawfully and respectfully. To ensure this we adhere to the principles of the General Data Protection Regulations (GDPR) 2018 and subsequent UK guidelines for the collection and processing of personal data.

We are registered with the Information Commissioner's Office (ICO)

We have a Data Protection Lead for our setting. Their responsibilities include the provision of privacy statements, updating this (and related) policies on an annual basis, undertaking an annual audit of our data protection systems and processes, monitoring staff with regards to appropriate handling of data and ensuring systems are in place to maintain the accuracy of the data we hold.

To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

- In summary these state that personal data must be:
 - obtained and processed fairly and lawfully.
 - obtained for a specified and lawful purpose and not processed in any manner incompatible with that purpose; adequate, relevant, and not excessive for that purpose.
 - accurate and kept up to date.
 - not kept for longer than is necessary.
 - processed in accordance with the data subject's rights.
 - kept safe from unauthorised access, accidental loss, or destruction

Identifiable Data

Parkway Pre-school will only collect, process and store personal data where we have a valid lawful basis to require it.

We do the following to be transparent:

- Only use data for its original purpose, where we wish to use it for a different purpose, we will notify you of this and request your consent
- Keep data in as few places as necessary
- Provide you with any information we hold on you when we receive a Subject Data Request

Family Data

As a pre-school we collect, hold and process children's data. There is an increased need to protect children's personal data because they are classed as vulnerable individuals. Where a child is under the age of 16, consent for the processing of the child's data is required from the child's parent or guardian.

Additional care should be taken when handling or sharing children's data to ensure that it is shared with only those that need to know the information. Some data such as medical data will need to be shared with staff to ensure that any emergency medical care can be given when needed however this should not be shared with people outside the organisation unless there is a legal requirement to do this.

Staff & Contractors Data

We collect, hold and process data on employees as part of our legal responsibilities and in order that we can support and manage them in their work. Personal data on employees is held on our payroll software and checked and amended in consultation with employees and our Administration Database.

Sensitive Personal Data - The special categories data we collect are:

1) Criminal Convictions and Offences

Parkway Pre-school, as a childcare provider is required by law to review the history of employees in relation to historic criminal convictions and offences. As required by the GDPR we have provided information on this data through employee DBS checks which is conducted by Capital Resourcing Limited. No criminal conviction history is stored by Parkway Pre-School, only the DBS number is recorded.

2) Sharing for Safeguarding

We are obliged to share information without authorisation from the person who provided it, or to whom it relates, when:

- There is evidence that a child is suffering, or is at risk of suffering, significant harm.
- There is reasonable cause to suspect that a child may be suffering, or is at risk of suffering, significant harm.
- It is to prevent a crime from being committed or to intervene where one may have been; and/or
- Not sharing the information could be worse than the outcome of having shared it.

Lawful basis for Collecting and Processing Personal Data

Parkway Pre-school will only collect and process personal data when at least one of the following lawful processes applies:

Consent: A data subject has given consent to the processing on his/her personal data

Contract: Processing is necessary for the performance of a contract

Legal obligation: Processing is necessary for compliance with a legal requirement

Vital interests: Processing is necessary to protect the vital interests of the data subject

Legitimate interests: Processing is necessary for the legitimate interests pursued by the data controller or third party unless there is a good reason to protect the individuals' data which override those legitimate interests

Parkway pre-school makes automatic decisions on the processing and use of data where it is:

- Necessary for the entry into or performance of a contract
- Required to comply with the law
- Based on the individual's explicit consent

Processing Parent and Child Data

All personal data regarding a parent, guardian, carer, and child processed by Parkway Pre-School is mandatory to fulfil the requirements of the contract. We cannot work without the necessary details to welcome the child to the setting.

Processing Employee Data

All personal data regarding an employee or volunteer, processed by Parkway Pre-School is mandatory to fulfil the requirements of the contract. Failure to provide this information will result in the individual being unable to join the pre-school as an employee or volunteer.

Consent Management

Where processing is based on consent, Parkway Pre-School shall demonstrate that the data subject has consented to the storage and processing of his/ her personal data. Some examples of where explicit consent is required are detailed below:

- a. Consent for photographs – Parkway Pre-School recognises the taking of photographs is not compulsory for the fulfilment of a contract and is not required for legal reasons. Considering this, parents are given the opportunity to give or withdraw their consent for photographs of their child to be taken, displayed or used in various ways by Parkway Pre-School.
- b. Consent for Marketing – Parkway Pre-School recognises individuals are required to give explicit consent to be contacted for marketing purposes. Parents are given the opportunity to freely give their consent to being contacted for marketing purposes. Consent is given in a granular manner to show clearly what is being agreed to. An example is the website
- c. Other consents - For further processes where we require consent for additional functions or needs, additional consent forms will be used.

Social Media

Parkway Pre-school uses Facebook to communicate positive messages about the organisation. They are updated with regular posts showing a selection of activities during a session, news, and fundraising events. This is very carefully managed.

All photographs of children used on the Parkway Pre-School Facebook page ensures that faces are disguised.

We are not responsible for any social media groups which are detached from the pre-school and have been set up by parents such as forum/WhatsApp groups. We have no control of the content or data sharing of these forums and there is a risk of their information being shared without their consent.

No images are taken by staff for personal use, on personal phones/devices.

Cyber Security

Our IT systems and electronic devices are password protected to prevent unauthorised contact.

Footsteps, our online journey, is highly secure.

Data Subject Rights

Parents, staff, students, and volunteers have a right to access their personal data and request that any inaccurate data is rectified and/or deleted. If personal data has been disclosed to third parties where possible, we are required to inform them about the erasure of personal data.

Subject Access Requests (SAR)

The personal data collected and held by Parkway Pre-School remains the property of the Data Subject and therefore they retain the right to know what information we hold on them, where it is held and for what purpose. Under the GDPR we are aware of our legal obligations to provide a copy of the data, free of charge and without undue delay and at the latest within one month of a request on receiving a Subject Access Request (SAR).

Right to be Forgotten

A Data Subject has the right to ask Parkway Pre-School to erase his/ her personal data and cease further dissemination of the data. The right to be forgotten will not be available where we are under contract with the Data Subject or we hold the data to meet legal requirements. If personal data has been disclosed to third parties where possible, we are required to inform them about the erasure of personal data

Right to Rectification

A Data Subject has the right to request that we rectify inaccurate or incomplete personal data concerning him/ her.

Right to object

A Data Subject has the right to object to the processing of their data where it is used for direct marketing, research, statistical analysis, for legitimate interests or the performance of a task in the public interest.

All such requests to access the information held on an individual should be made, in writing, to the Manager.

If parents, staff, students, or volunteers have concerns relating to the way their personal data is handled this should be raised in the first instance with the Data Protection Lead for our setting.

If you are still dissatisfied after raising your concern you can make a complaint to the Information Commissioner's Office (ICO) by writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via their website ico.org.uk

Reporting Breaches

All Parkway Pre-School employees who are aware that a data breach has occurred should report the breach to their manager and the Data Protection Lead. The Data Protection Lead will then ensure that the breach is recorded on the Data Breach Register.

Review September 2027