



Data Protection and Privacy Policy

Policy Statement

Toddington Childcare and Forest School is committed to protecting the privacy and security of all personal information relating to children, parents/carers, staff, volunteers, students, committee members and other individuals connected with the setting.

We comply with the requirements of the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, the Freedom of Information Act 2000 (where applicable), and all relevant legislation and guidance relating to the processing of personal data.

The setting collects and processes personal information to fulfil its legal responsibilities, provide childcare and early education services, safeguard children, and support their learning and development.

What Information We Collect

We may collect and process personal information relating to:

- Children attending the setting
- Parents and carers
- Staff, students and volunteers
- Committee members and trustees

Information may include:

- Names, addresses and contact details
- Date of birth and identification information
- Emergency contact information
- Attendance records
- Developmental and educational records
- Medical, dietary and allergy information
- Safeguarding and welfare information
- Funding and eligibility information
- Photographs, videos and observations

Lawful Basis for Processing

The setting processes personal data in accordance with UK GDPR. Depending on the purpose, processing may be based on:

- Compliance with a legal obligation
- Performance of a contract
- Protection of vital interests
- Legitimate interests of the setting
- Consent, where required

Where consent is required, it will be obtained in writing and can be withdrawn at any time. Withdrawal of consent will not affect the lawfulness of processing carried out before consent was withdrawn.

Data Protection Principles

The setting will ensure that personal data is:

1. Processed lawfully, fairly and transparently.
2. Collected for specified, explicit and legitimate purposes.
3. Adequate, relevant and limited to what is necessary.
4. Accurate and kept up to date.
5. Kept only for as long as necessary.
6. Processed securely and protected against unauthorised or unlawful access, loss, destruction or damage.
7. Managed in a way that demonstrates accountability and compliance with data protection legislation.

Security of Information

The setting takes appropriate technical and organisational measures to safeguard personal information.

These measures include:

- Secure storage of paper records in locked cabinets.
- Password-protected electronic systems, including remote desktop software.
- Appropriate antivirus and firewall protection.
- Controlled access to personal information.
- Staff training on confidentiality and data protection.
- Secure disposal of confidential records.
- Due diligence checks on any third-party digital systems used by the setting.

All staff, volunteers, students and committee members are responsible for maintaining confidentiality and protecting personal information obtained through their role.

Sharing Information

Information sharing is essential to support children's welfare, learning and development.

Information may be shared, where appropriate, with:

- Other childcare providers, schools or childminders attended by the child.
- The local authority for funding, safeguarding or statutory purposes.
- Health professionals and other agencies involved in supporting the child or family.
- Ofsted and other regulatory bodies.
- Safeguarding partners and children's social care services.

Information will only be shared when there is a lawful basis to do so and, where required, parental consent has been obtained.

Information may be shared without consent if there is a safeguarding concern, legal requirement, court order or other lawful reason to do so.

Subject Access Requests and Individual Rights

Individuals have rights under data protection legislation, including the right to:

- Access their personal data.
- Request correction of inaccurate information.
- Request erasure of data in certain circumstances.
- Restrict or object to processing in certain circumstances.
- Request data portability where applicable.
- Withdraw consent where processing is based on consent.

Requests should be made in writing to the Setting Manager.

The setting will respond within one calendar month unless legislation permits an extension.

Data Retention

Records will be retained in accordance with statutory requirements and recognised early years record retention guidance.

When information is no longer required, it will be securely destroyed or permanently deleted.

The setting maintains a retention schedule and reviews records regularly to ensure compliance.

Data Breaches

Any actual or suspected data breach will be reported immediately to the Setting Manager.

The setting will:

- Investigate the breach promptly.
- Take steps to minimise any impact.
- Maintain a written record of all breaches.
- Notify affected individuals where required.
- Report notifiable breaches to the Information Commissioner's Office (ICO) within 72 hours where legally required.

Policy Review

This policy will be reviewed annually or sooner if Legislation, guidance or operational requirements change.

Policy Adopted: May 2026

Signed on behalf of Toddington Childcare and Forest School:

Sarah Malcolm

Chair of the Parent Management Committee