



General Data Protection Regulation Policy

The nursery is compliant with the general data protection regulation 2018 (GDPR). This 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 Acorns is committed to the protection of all personal and sensitive data which we hold on our children, parents, staff and visitors. Personal data is defined as any information relating to an 'identifiable living individual' and is therefore applicable to children, parents, carers, employees, visitors and suppliers.

Principles of data protection

Little Acorns will ensure that all personal data is controlled in compliance with the 8 principles of the GDPR 2018:

1. Processed fairly and lawfully
2. Obtained for specified and lawful purposes
3. Adequate, relevant and not excessive
4. Accurate and up to date
5. Not kept longer than is necessary
6. Processed in accordance with the data subjects (the individual's) rights
7. Securely kept
8. Not transferred to any other country without adequate protection in situ

The following policies are also relevant and can be found on the nursery website (www.littleacornshull.co.uk) or a hard copy can be requested from the office.:

- Confidentiality policy
- IT Policy
- Safeguarding policy
- Safer recruitment policy

Data Protection officer is: Gemma Grace (Manager)

The role of the data protection officer is to:

1. Ensure all personal data is controlled in compliance within the GDPR
2. Advise staff on all matters related to data protection
3. Ensure that everyone managing and handling personal information is appropriately trained to do so and appropriately supervised
4. Keep up to date with any changes in law/legislation

Sharing data

The nursery will not share your personal data with a third party without consent, unless it is considered as a justifiable action in connection with a safeguarding concern or under instruction of a legally binding enforcement order or any other official or regulatory body which is lawfully entitled to require such disclosure.

Consent

In order for personal data to be collected and processed, Little Acorns will require written consent from each individual or, in the case of children, from their parent/carer.

Consent will be gained from the registration form and/or other associated forms for children. Consent will be gained from employment records at the onset of their employment .

Data storage

All staff who may process or use personal information are responsible for ensuring that:

- All information is kept securely
- Personal information is not disclosed to a third party unless it is lawful to do so
- Any unauthorised disclosure may result in a disciplinary matter, and it could be considered gross misconduct

Personal information should be:

- Kept in a locked filing cabinet/cupboard
- On a passworded pc/IPAD's
- On an encrypted disc
- Information that needs to be readily available in the event of an emergency must not have personal information on display and staff must take all necessary steps to ensure it is not disclosed to persons not permitted.
- All information will be stored on the nursery premises
- **Card payments** are compliant with PCI DSS. Face to face payments only. Card reader in a secure, locked location.

Disposal of sensitive information

All hard copy information will be shredded via the company's shredding machine located in the office

All computer data will be deleted off the computers and hard drives.

Right to be informed

You have a legal right to know what information we hold on you, where it is stored, how long we hold this information for, how will it be kept safe and how will it be erased. All this information can be found on the settings data audit. If there is a breach in our data security you have a right to be informed within 72 hours of the breach. The ICO will also be informed within 72 hours. The ICO contact details can be found on the settings complaint policy.

Right to be forgotten

When personal data is no longer required for its original purpose, an individual can demand that the processing is topped and all their personal data is erased by the nursery. The nursery however had a legal duty to hold certain information for a set period of time. This information can be sourced from the settings data audit.

Data access requests

All individuals whose data is held by Little Acorns Day Nursery, has a legal right to request access to such data or information about what is held. We shall respond so such requests

within one month and they should be in writing to:

Gemma Grace
Manager
Little Acorns Day Nursery
83-85 Hall Road
Hull
Hu6 8QL

No charge will be applied to process the requests

Reviewed June 21

Signature.....