



Early Learning and Childcare Centre

DATA PROTECTION POLICY

Ferryfield needs to collect and use information about staff, children and other individuals who come into contact with the Service in order to operate. In addition, it may be required to collect and use information to comply with statutory obligations of Local Education Authorities (LEAs), government agencies and other bodies.

This information must be dealt with properly; however it is collected, recorded and used – whether on paper, in a computer or recorded on other material – Ferryfield has in place safeguards to ensure information is stored and used correctly, this is covered by the Data Protection Act 1998.

Ferryfield regard's the lawful and correct treatment of personal information as very important to successful operations and to maintaining confidence between those with whom we deal and ourselves. We ensure that our service treats information lawfully and correctly.

Data Gathering

- All data relating to staff, children or other people with whom we have contact, whether held on computer or in paper files, are covered by the Data Protection Act 1998.
- Only relevant data may be collected and the person from whom it is collected should be informed of the data's intended use and any possible disclosures of the information that may be made.

Data Storage

- Data will be stored in a secure and safe manner.
- Electronic data will be protected by password and firewall systems operated by Ferryfield.

Data Checking

- Staff and parents will be reminded to inform Ferryfield if personal data changes.
- Parents will be requested to re-submit data every six months.

Data Disclosure

- Data will only be disclosed to organisations or individuals for whom consent has been given to receive the data, or organisations that have a legal right to receive the data without consent being given.
- When requests to disclose personal data are received by telephone it is the responsibility of the staff member to ensure the caller is entitled to receive the data and that they are who they say they are.
- If a personal request is made for data to be disclosed, it is again the responsibility of the staff member to ensure that person is entitled to receive the data and that they are who they say they are. If the person is not known personally, proof of identity should be requested.
- Data will not be used in newsletters, websites or other media without the consent of the data subject.

Subject Access Requests

- If Ferryfield receives a written request from a data subject to see any or information that Ferryfield holds about them; this will be treated as a Subject Access Request and Ferryfield will respond within the 40 day deadline.
- Informal requests to view or have copies of data will be dealt with wherever possible at a mutually convenient time but, in the event of any disagreement over this, the person requesting the data will be instructed to make their application in writing and Ferryfield will comply with its duty to respond within the 40 day time limit.
- The exclusion to this is when Care and Welfare information has been deemed unsuitable to share as it may have a negative impact on the relationship between the child and their parent. This decision is the responsibility of the Manager, who may liaise with the appropriate authorities.

Adopted by the Committee

Date

August 2016