

# Woodcote Pre-School Group CIO General Data Protection Regulation Policy

## **Statement**

GDPR stands for *General Data Protection Regulation*. This new regulation has replaced the *Data Protection Act*. It was passed by the EU parliament in 2016 and will come in to effect on the 25<sup>th</sup> May 2018.

GDPR states that personal data should be 'processed fairly and lawfully', 'collected for specified, explicit and legitimate purposes' and that the individual's data is not processed without their 'explicit consent'. GDPR covers personal data relating to individuals. Woodcote Pre-School is committed to protecting the rights and freedom of individuals with respect to the processing of children's, parents, visitors and staff personal data.

## **GDPR includes 7 rights for Individuals:**

### **1. The right to be informed:**

Woodcote Pre-School Group CIO is a registered childcare provider with Ofsted and as so, is required to collect and manage certain data. We need to know the parents' names, addresses, telephone numbers, email address, date of birth and National Insurance number. We need to know children's full names, addresses and date of birth. For parent's claiming the free childcare entitlement, we are requested to provide this data to Oxfordshire County Council; the information is sent to them using a secure, electronic file transfer system.

We are required to collect certain details of visitors to our pre-school. We need to know names, telephone numbers, addresses and company name (if applicable). This is in respect of our Health and Safety and Safeguarding policies.

As an employer, Woodcote Pre-School is required to hold data on its employees; names, addresses, telephone numbers, date of birth, bank details, National Insurance numbers and photographic identification such as a passport or driving license. This information is also required for the Disclosure and Barring Service checks (DBS) that are carried out and to check proof of eligibility to work in the United Kingdom. This information is sent via a secure file transfer system, to the processor of the DBS checks.

Woodcote Pre-School uses cookies on its website, to collect data for Google Analytics. This data is anonymous.

## **2. The right to access:**

At any point, an individual can make a request relating to their data. Woodcote Pre-School will need to provide a response to any requests, within 1 month. Woodcote Pre-School can refuse a request, if there is a lawful obligation to retain the data i.e., from Ofsted, in relation to the EYFS. We will always inform the individual of the reasons for rejection. The individual has the right to complain to the ICO if they're unhappy with the decision.

## **3. The right to erasure:**

You have the right to request deletion of your data, where there is no compelling reason for its continued use. However, Woodcote Pre-School has a legal duty to retain children and parents' details for a reasonable amount of time. Woodcote Pre-School is required by law, to retain children and parents' records for 3 years after the child has left the Pre-School. Accident and Injury records must be kept until the child reaches the age of 21. Child protection records must be retained until the child reaches the age of 24. Staff records must be kept for 6 years after the employment ceases. All of the data that we retain is archived securely, in a locked cupboard. It is shredded after the legal retention period.

## **4. The right to restrict processing:**

Parents, visitors, and staff can object to Woodcote Pre-School processing their data. This means that records can be stored, but must not be used in any way.

## **5. The right to share data:**

Woodcote Pre-School requires some data to be shared with a third party, such as; the Local Authority and Payroll. These recipients use secure, file transfer systems and have their own policies and procedures in place, in relation to GDPR.

## **6. The right to object:**

Parents, visitors, and staff can object to their data being used for certain activities, such as; marketing or research.

## **7. The right to not be subject to automated decision-making, including profiling:**

Woodcote Pre-School does not use personal data for such purposes.

## Storage and Use of Personal Information

- All paper copies of children and staff records are kept securely in a locked cupboard at the pre-school. The manager has access to all records and staff has limited access, on a need-to-know basis.
- Records held on the computer, are backed up on a weekly basis and can only be accessed by the 'Data Controller'. These records are password protected.
- All records are kept on site at all times. Archived records are shredded after the retention period.
- In order to fulfil their role, to supervise and support the operations of the Pre-school, the Chairperson, Treasurer, Secretary and other nominated members of the Pre-School Management Committee may also deal with confidential information, including names and addresses of parents.
- All information held, both paper and digital records will be kept confidential within the management committee and staff. In the event of there being any wrongful disclosures of confidential information, it will be investigated immediately.
- Upon a child leaving Woodcote Pre-School and moving on to school or a new setting, data held on the child may be shared with the receiving school/setting. Such information will be sent via the Oxfordshire County Council internal post service or via a secure file transfer system. For children attending a school/setting outside of Oxfordshire, the data will be given to the parent to deliver to the receiving school/setting.
- It is the parent's responsibility to ensure that the information given to us in the registration forms, are correct and kept up to date.

GDPR means that Woodcote Pre-School must:

- Manage and process personal data properly.
- Protect the individual's rights to privacy.
- Provide individuals with access to all personal data that is held on them.

If any person wishes to know what information we hold on them, they should speak to our Data Protection Officer- Wendy Powell.

Please see attached the Pre-School Learning Alliance 'Retention periods for records.

**This Policy has been reviewed and agreed by the Woodcote Pre-School Group CIO Management Committee.**

**Last Updated: March 2021**