

General Data Protection Regulation

GDPR means that Plume Avenue Nursery must:

- * Manage and process personal data properly
- * Protect the individual's rights to privacy
- * Provide an individual with access to all information held on them

Statement

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and came into effect on 25th May 2018.

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Plume Avenue Nursery is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors and staff personal data.

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

GDPR includes 7 rights for individuals

1) The right to be informed

Plume Avenue Nursery is a registered Childcare provider with Ofsted and as so, is required to collect and manage certain data. We need to know parent's names, addresses, telephone numbers, email addresses, date of birth and National Insurance numbers. We need to know children's' full names, addresses and date of birth. For parents claiming the free nursery entitlement we are requested to provide this data to Essex County Council. This information is sent to the Local Authority via a secure electronic file transfer system.

We are required to collect certain details of visitors to our nursery. We need to know visitors names, car registration and company name, where appropriate. This is in respect of our Health and Safety and Safeguarding Policies.

As an employer Plume Avenue Nursery is required to hold data on its employees; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers and bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. This information is sent via a secure file transfer system to GBG Online Disclosures for the processing of DBS checks.

2) The right of access

**Plume Avenue Nursery, United Reformed Church, 18 Plume Avenue, Colchester, Essex, CO3 4PQ
Telephone 01206 579458. Email plumeavenuenursery@gmail.com Website www.plumeavenuenursery.co.uk**

At any point an individual can make a request relating to their data and Plume Avenue Nursery will need to provide a response (within 1 month). Plume Avenue Nursery can refuse a request, if we have a lawful obligation to retain data i.e. from Ofsted in relation to the EYFS, but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

3) The right to erasure

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However Plume Avenue Nursery has a legal duty to keep children's and parents details for a reasonable time - using the Pre-School Learning Alliance guidelines for retention periods.

Plume Avenue Nursery retain these records for 3 years after leaving nursery, children's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. Staff records must be kept for 6 years after the member of leaves employment, before they can be erased. This data is archived securely offsite and shredded after the legal retention period.



Signed: *Steve Colley* - Page 1 of 2-

Date: reviewed September 2020

General Data Protection Regulation Policy
© Plume Avenue Nursery

Policy ID: 5.0

4) The right to restrict processing

Parents, visitors and staff can object to Plume Avenue Nursery processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.

5) The right to data portability

Plume Avenue Nursery requires data to be transferred from one IT system to another; such as from Plume Avenue Nursery to the Local Authority, to shared settings and to Tapestry' Online Learning Journal. 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 like marketing or research.

7) The right not to be subject to automated decision-making including profiling.

Automated decisions and profiling are used for marketing based organisations. Plume Avenue Nursery does not use personal data for such purposes.

Storage and use of personal information

All paper copies of children's and staff records are kept in a locked office at the nursery. Members of staff can have access to these files but information taken from the files about individual children is confidential and apart from archiving, these records remain on site at all times. These records are shredded after the retention period.

Information about individual children is used in certain documents, such as, a weekly register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are shredded after the relevant retention period.

Plume Avenue Nursery collects a large amount of personal data every year including; names and addresses of those on the waiting list. These records are shredded if the child does not attend or added to the child's file and stored appropriately.

All information held on the nursery laptops are password protected and also transferred automatically to the cloud-based secure backup system Dropbox. No electronic data is stored elsewhere.

Information regarding families' involvement with other agencies is stored both electronically on an external hard drive and in paper format, this information is kept in a locked office. These records are shredded after the relevant retention period.

Upon a child leaving Plume Avenue Nursery and moving on to school or moving settings, data held on the child may be shared with the receiving school. Any information held on the Tapestry Online Learning Journal may be transferred via their systems directly to the new school / setting. All other information will be given to the child's parent/carer to deliver to the receiving school / setting.

Plume Avenue Nursery stores personal data held visually in photographs or video clips or as sound recordings on the nursery laptop - as previously stated this is password protected. No names are stored with images in photo albums, displays and no images of the children are used on the website or in printed media such as the prospectus or registration forms.

Access to all nursery computers and Tapestry Online Learning Journal is password protected. Should a member of staff leave the company any known passwords will be changed in line with this policy and our Safeguarding policy.



Signed: *Steve Colley* - Page 2 of 2-

Date: reviewed September 2020

General Data Protection Regulation Policy
© Plume Avenue Nursery

Policy ID: 5.0