



OPERATIONAL PLAN STANDARD 14 – DOCUMENTATION *Supporting Documentation S14.1 GDPR Policy and Procedure*

Kaleidoscope Nursery fully supports the EU's General Data Protection Regulation (GDPR) 2017 and ensures that we abide by the rules in terms of our roles as both controller and processor of personal data.

Chantelle Matts is the appointed Data Protection Co-Ordinator who is responsible for ensuring our compliance with the GDPR. We are registered with the Information Commissioners Office (ICO) and will report any data breaches and investigations to the ICO as necessary. A privacy notice is in place as well as an Information Asset Register to ensure compliance.

We ensure that all data we collect is processed lawfully, transparently, and for a specific purpose, as set out in Article 6 of the GDPR.

1. **Consent:** Staff members give clear consent for their personal data to be processed on appointment. They complete all application forms and consent forms themselves and are present through the DBS process. Parents give clear consent for their personal data and that of their children to be processed on application. They complete all application forms and funding forms (as appropriate) themselves.
2. **Contract:** the processing is necessary for a contract that staff, children and parents enter into when they join Kaleidoscope Day Nursery Ltd. All staff, children and parents are required to give a month's notice before leaving.
3. **Legal obligation:** the processing of data is necessary for Kaleidoscope Nursery to comply with regulations as set out by Ofsted, HMRC, DWP
4. **Vital interests:** the processing is necessary to protect the life of our staff and children.
5. **Public task:** the processing is necessary and has a clear basis in law.
6. **Legitimate interests:** the processing is necessary for our legitimate interests

Once the purpose of the data has been fulfilled and is no longer required, all data is deleted at source as well as with any processors holding the information. The deletion of data can be requested at any time and requests will be accepted and actioned within 30 days where Kaleidoscope Nursery no longer needs the data for the purpose in which it was collected.

Kaleidoscope Nursery will use the GDPR rights for individuals:

The right to be informed

The right of access

The right to rectification

The right to erasure

The right to restrict processing

The right to data portability

The right to object

Consent for the collection and storage of data is taken at registration. Other data collected over the telephone ensures a verbal consent.

Information is collected about children and their families in line with Ofsted regulations. This is mainly used for the purposes of Safeguarding children on the premises (emergency contacts, parental responsibility, parent handovers, accident reports etc). We also collect information, as is required, for DCC for funding purposes. We use Synergy Online and the Parenta Group as external processors of data.

EVERY CHILD MATTERS

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Safeguarding and Promoting Children's Welfare POLICY REVIEWED 31.10.19 CC/SB/STAFF TEAM



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The following procedures apply to information held about children:

- A child's educational records will be disclosed to their parent or carer on submission of a written request. Requests will only be refused if it is obvious the requester does not understand what they are asking for, or if disclosure is likely to cause them or anyone else serious physical or mental harm.
- A child's educational records will be made available to their parent or carer, without charge within 15 working days of receipt of the written request. If a copy of the information is requested, a charge may be made but it will not exceed the cost of supply.
- When a child moves to a new setting or school, a completed transition form, together with all relevant educational records relating to the child will be sent. This includes copies of reports and any personal education plans. To ensure security, this data will be sent electronically using a secure email system within 15 working days of the child ceasing to be registered at Kaleidoscope Nursery. If the new setting is not known, every effort will be made to contact the parents or carers by post, telephone or email. Once the secure email has been sent, the recipient becomes the new holder of the data and should take appropriate action to meet the GDPR guidelines.
- Children's records will be stored securely. Paper files are locked in cabinets in the Nursery office. Electronic files are stored within Abacus, Dayshare and Footsteps, as controlled by the Parenta Group who are our external processors. Nursery computers are kept secure with appropriate software to ensure maximum protection against ransom and malware which is regularly updated. All data is securely backed up (using the encrypted Cloud drive).
- Information that is shared is done securely using a secure email system and/or password protection of the document.

The following procedures apply to information held about staff:

- A copy of their personal data is sent to each member of staff at the end of August each year. This applies to all data, whether held on computer or as hard copy.
- Members of staff are required to read this information carefully and inform Chantelle Matts at the earliest opportunity if they believe that anything is inaccurate or untrue, or if they are dissatisfied with the information in any way.
- Requests for additional access must be sent to Chantelle Matts. Each request will be judged in light of the nature of the information in question and the frequency with which it is updated. The member of staff will then be informed whether or not the request is granted. In the event of a disagreement, the matter will be taken up under the formal grievance procedure.
- If a request for additional access is granted, the information will be provided within 30 days of the date of the request. A fee will not be charged to gain access to the data. However, a "reasonable fee" will be charged if a request is manifestly unfounded or excessive, particularly if it is repetitive. We may also charge a reasonable fee to comply with requests for further copies of the same information. The fee will be based on the administrative cost of providing the information.

The following procedures apply to any third parties that we are contracted with:

We have contracts with the following organisations:

Parenta Group Ltd
Victoria Plum Accountancy
Capita
PG Security
Morton Michel
Dorset Nexus

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