DATA PROTECTION AND CONFIDENTIALITY POLICY

In order to provide a quality early years and childcare service and comply with legislation, we will need to request information from parents about their child and family. Some of this will be personal data.

We take families' privacy seriously, and in accordance with the General Data Protection Regulation (GDPR), we will process any personal data according to the seven principles below:

1. We must have a lawful reason for collecting personal data and must do it in a fair and transparent way. We will be clear about what data we are collecting, and why.

2. We must only use the data for the reason it is initially obtained. This means that we may not use a person's data to market a product or service to them that is unconnected to the reasons for which they shared the data with us in the first place.

3. We must not collect any more data than is necessary. We will only collect the data we need to hold in order to do the job for which we have collected the data.

4. We will ensure that the data is accurate and ask parents to check annually and confirm that the data held is still accurate.

5. We will not keep data any longer than needed. We must only keep the data for as long as is needed to complete the tasks it was collected for.

6. We must protect the personal data. We are responsible for ensuring that we, and anyone else charged with using the data, processes and stores it securely.

7. We will be accountable for the data. This means that we will be able to show how we (and anyone working with us) are complying with the law.

We have registered with the Information Commissioner's Office, the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

We expect parents to keep any sensitive information they may accidentally learn about our setting or the other children and families attending the setting, unless it is a child protection issue, private and confidential.

We will be asking parents for personal data about themselves and their child/ren in order to deliver a childcare service. We are required to hold and use this personal data in order to comply with the statutory framework for the early years foundation stage, Ofsted, Department for Education and our local authority.

Subject access

Parents have the right to inspect records about their child at any time. This will be provided without delay and no later than one month after the request, which should be made in writing. We will ask parents to regularly check that the data is correct and update it where necessary.

Storage

We will keep all paper-based records about children and their families securely locked away.

If we keep records relating to individual children on our computer, externally or in cloud storage such as iCloud, Google Drive or Dropbox, including digital photos or videos, we will obtain parents' permission. We will store the information securely, for example, in password-protected files, to prevent viewing of the information by others with access to the computer.

Backup files will be stored on an encrypted memory stick, which we will lock away when not being used. Firewall and virus protection software are in place.

If we store any records using a digital solution such as Baby's Days, we will ensure that we have carried out due diligence to ensure they are compliant with GDPR.

Information sharing

We are expected to share information with other childcare providers if a child also attends another setting.

We are also required to share information with Cornwall Council with regards to the childcare and early years entitlements.

We will not share any information with anyone without parents' consent, unless there is a child protection concern.

Ofsted may require access to our records at any time.

Record keeping

We record all accidents on accident forms and these are kept in a folder in their own sections. This folder is kept in a filing cabinet which is locked.

We will notify the insurance company of any accidents which may result in an insurance claim, e.g. an accident resulting in a doctor or hospital visit. The insurance company will log and acknowledge receipt of the correspondence to enable a claim number to be allocated.

We will inform Ofsted or the local child protection agency and the Health and Safety Executive of any significant injuries, accidents or deaths as soon as possible.

We record all significant incidents in an incident book and will share these with parents so that together we can work to resolve any issues.

We will only share information if it is in a child's best interests to do so. For example, in a medical emergency we will share medical information with a healthcare professional. If we are worried about a child's welfare, we have a duty of care to follow the Local Safeguarding Children Board procedures and make a referral. Where possible we will discuss concerns with parents before making a referral.

Safe disposal of data

We are required by law to keep some data for some time after a child has left the setting. We have a review plan in place and ensure that any data is disposed of appropriately and securely.

Suspected breach

If we suspect that data has been accessed unlawfully, we will inform the relevant parties immediately and report to the Information Commissioner's Office within 72 hours. We will keep a record of any data breach.

Policy adopted on	Signed for by	Date for Review
01/02/2026	Heather Black	01/02/2027