Data Protection – GDPR Policy

**Policy Statement**

Westfield Playgroup aims to fulfil its obligations under the General Data Protection Regulation (GDPR) 2017 to the fullest extent. This policy sets out our commitment to protecting personal data and how that commitment is implemented in respect of the collecting, processing, using, storing and sharing of personal data.

We have appointed a Data Protection Co-ordinator who is responsible for ensuring our compliance with the GDPR.

Their contact details are:

* Julie Guest
* 07790744404
* [jm\_guest@hotmail.co.uk](mailto:jm_guest@hotmail.co.uk)

We are registered with the Information Commissioners Office (ICO)

All staff, volunteers and committee are aware of their responsibilities in collection, using and sharing data.

We have a privacy notice that sets out the lawful bases for processing the data, the legitimate interests for the processing, individual’s rights and the source of the personal data.

We have a policy in place to record any data breaches and a form for reporting breaches to the ICO and any investigations.

We have a policy in place for the retention of documents and archiving of them.

We have a data audit in place to record the different types of information and documentation that we hold, and shows how information is processed, stored and shared.

**Procedure**

This provision is aware that data protection legislation applies equally to children and staff. Article 5 of the GDPR sets out the principles that we work:

* Data must be processed fairly, lawfully and in a transparent manner.
* Data must only be obtained for specified and lawful purposes.
* Data must be adequate, relevant and not excessive (limited to what is necessary)
* Data must be accurate and up to date.
* Data must not be kept for longer than necessary.
* Data must be securely kept.

We 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.
* Rights in relation to automated decision-making and profiling.

The following procedures apply to information held about children.

1. A child’s education records will be disclosed to their parent/carer on request or at regular meetings.
2. When a child moves to another setting or school all educational records relating to the child will be sent to the new setting/school. To ensure security, this data will be hand delivered or sent by royal mail signed for delivery. If the new setting/school is not known, every effort will be made to contact the parents or carers by post, telephone or email.
3. Children’s records will be stored securely. Paper files are locked in a filing cabinet when not in use. Playgroups laptop is locked in a filing cabinet when not in use. All data is securely backed up on an encrypted memory stick. To ensure maximum protection appropriate software is regularly updated.
4. Information that is shared is done securely using a secure email system.

The following procedures apply to information held about staff.

1. Staff are to read through and up date the personal information that is held yearly and inform Julie Guest at the earliest opportunity if they believe that anything is inaccurate or untrue, or if they are dissatisfied with the information in any way.
2. Staff are welcome to look through their information at any point in time.

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

1. We have documents confirming their compliance with GDPR.
2. We have agreed safe sharing of information.
3. Confidentiality agreements are in place.

The person responsible for carrying out this policy is Julie Guest

Signed: Date: 16/05/2019

Policy review date: 16/05/2019