

# **HETTY PRESCHOOL General Data Protection Policy**

## **Statement**

GDPR stands for General Data Protection Regulations and replaces the previous Data Protection Directives that were in place. It was approved in 2016 and comes in to effect on 25<sup>th</sup> May 2018.

GDPR states that personal data should be 'processed fairly and lawfully collected for specified, explicit and legitimate purpose' and that individual's data is not processed without their knowledge and is only processed with their consent. GDPR covers personal data relating to individuals. HETTY is committed to protecting the rights and freedoms of individuals with respect to 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.

HETTY is registered with ICO (Information Commissioner's Office).

## **Rights for individuals**

### **The right to be informed**

HETTY is a registered child care provider with Ofsted and as so, is required to collect and manage certain data. We need to know parents' names and, telephone numbers, email addresses, date of birth. For parents claiming 15, 30 and 2 year, pupil premium entitlement we are requested to provide this date to Cheshire West and Chester Council; this information is sent to the Local Authority via a secure electronic file system.

We are required to collect certain details of visitors to HETTY, we need to know visitors' names, addresses, telephone numbers where appropriate this is in respect to our health and safety, safeguarding policies.

As an employer, HETTY is required to hold data on its employees; names, addresses, email, telephone numbers, date of birth, National Insurance numbers , photographic ID such as passport driving licence, bank details . This information is also required for DBS checks.

HETTY is charity and Ltd Company registered in England

Charity No: 1122561

Registered Company Number: 6324296

At any point, an individual can make a request relating to their data and HETTY will need to provide a response within a month. HETTY 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 reason for rejection. The individual can inform the ICO if they are not happy.

### **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 HETTY has a legal duty to keep children's and parent's details for a reasonable time. HETTY retain these records for 3 years after leaving HETTY. Children's accident and injury records are held for 19 years or when the child reaches 21 years old , child protection records will be retained until the child reaches 24 years old. Staff records must be kept 6 years after the member leaves employment. This data is archived securely on site and off site in a secure box and then shredded after the legal retention period.

### **The right to restrict processing**

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

### **The right to data portability**

HETTY requires data to be transferred from IT system to another; such as the access and have their own policies and procedures in place in relation to GDPR.

### **The right to object**

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

### **Storage and use of personal information**

All paper copies of children’s and staff records are kept in a locked office in HETTY. Staff can have access to these files but information taken from the files is confidential and apart from archiving , these records remain on site.

## **GDPR POLICY**

This policy was adopted at a meeting of HETTY preschool Staff & Trustees

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**Preschool** : HETTY (Hoole Enterprise Trust Time for You)

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