



## **Data Protection Policy**

### **Statement**

Noah's Ark Day Nursery needs to gather and use certain personal information about the children in our care.

This may also include information from other people that we have a relationship with or may need to contact.

Noah's Ark Day Nursery is an affiliated member to the Information Commissioner's Office (ICO) and adheres to their rules and procedures.

### **Data Protection Policy**

This Data Protection Policy ensures that Noah's Ark Day Nursery:

- Complies with Data Protection law and follows good practice
- Protects the rights of staff, children and their families and partners
- Is open about how we store and process individual's data
- Protects itself from the risks of data breach

### **Data Protection Law**

The Data Protection Act controls how your personal information is used by organisations, businesses or the government.

We, therefore have to follow strict rules called 'data protection principles'. This must make sure the information is:

- Used fairly and lawfully
- Used for limited, specifically stated purposes
- Used in a way that is adequate, relevant and not excessive accurate
- Kept for no longer than is absolutely necessary
- Handled according to people's data protection rights
- Kept safe and secure
- Not transferred outside the European Economic Area without adequate protection

This applies to all information regardless to how it is stored.

The Data Protection Act gives you the right to find out what information the government and other organisations stores about you.

Noah's Ark Day Nursery is committed to allow individuals access to the information that is held about them. Individuals are required to contact the directors arrange a suitable time to look at this information and are entitled to have a copy of the information should they wish.

If you think your data has been misused or that the organisation hasn't kept it secure, you should inform us. If you're unhappy with our response or if you need any advice you should contact the Information Commissioner's Office (ICO).

## Protecting the rights of staff, children and their families and partners

This policy applies to all staff and volunteers of Noah's Ark Day Nursery and applies to all data held by the company relating to individuals.

The aim of this policy is to protect the company from data security risks such as:

- Breach of confidentiality.
- Failing to respect individual's wishes of how their data about them is used.
- Hackers gaining access to unauthorised sensitive information causing reputation damage.

Everybody who works at Noah's Ark Day Nursery has a responsibility for how information is collected, stored and handled.

The Directors, have ultimate responsibility that the company meets its legal obligations and are responsible for:

- Reviewing all data protection policies and procedures in line with agreed schedule
- Arranging data protection training and advice for all covered in this policy
- Handling data protection questions from staff and anyone connected to this policy
- Dealing with requests from individuals to see data that Noah's Ark Day Nursery holds about them
- Checking, evaluating and approving all third parties who may handle any of the company's sensitive data.
- Ensuring that all IT systems and equipment used to hold data have up-to-date acceptable level of security
- Dealing with any data protection requests from external individuals or organisations

## Staff Guidelines

The only people able to access data covered in this policy should be those who need it for their work

- Data **should not** be shared informally. When access to confidential information is required, staff can request it from the managers.
- Noah's Ark Day Nursery will provide training to help staff understand their responsibilities when handling data.
- Passwords should be used and never provided to anyone external to the company.
- Personal data must **never** be disclosed to unauthorised individuals or organisations, both internally and externally.
- Data should be reviewed regularly and updated. If it is found to be out of date it is no longer required and should be deleted and disposed of in a safe manner.
- All staff members should ask for help and advice from the pre-school managers or directors if they are unsure of any aspect of data protection

## Data Storage

## Paper

Data stored on paper should be stored in a secure place where unauthorised people cannot gain access to it. This includes paper just produced such as by printer. This should not be left unattended.

When data on paper is not being used it should be stored in a locked cupboard.

When data on paper is no longer required it should be shredded and disposed of securely.

## Electronically

Data stored electronically should be protected from unauthorised access, accidental deletion and malicious hacking attempts.

Data should be protected by strong passwords

Data stored on removable media such as external storage devices should be locked away when not in use.

Data should be regularly backed up.

When data is no longer needed it should be fully deleted from the system(s).

All systems holding data should have the appropriate security in place to protect it.

## **Data Use**

When data is used it is at its greatest risk of loss, corruption or theft.

- When working with personal data employees should ensure that their screens are locked when unattended.
- Personal data should not be shared informally.
- Personal data should never be shared out of the European Economic Area (EEA)
- Employees must never transfer or store personal data on their personal devices. Data must always be accessed via company devices.

## **Data Accuracy**

The law requires Noah's Ark Day Nursery to ensure all personal data held is kept accurate and up-to-date. It is up to all employees to make sure that this happens.

Personal data should be stored in as few places as necessary. Staff should not create unnecessary copies.

Staff should take regular opportunities to ensure that personal data is up-to-date. If any inaccuracies are found and cannot be updated then this data should be deleted.

## **Access Requests**

All individuals who the company holds personal data on are entitled to:

- Ask what information is held about them and why.
- How to gain access to it.
- Be informed how to keep it up-to-date.
- Be informed how the company is meeting its data protection obligations.

All requests from individuals to access the information held about them must be made in writing to Matthew Martin, Director (the data controller).

Verification of individuals will always be sought before they can access personal information.

### **Disclosing Data for Other Reasons**

Although we keep our data safe and secure we are obliged, by law, to release information to appropriate law enforcement bodies should we be concerned with a safeguarding, or similar, issue. However, the data controller will ensure that the data requested is for legitimate purposes and identity proved before handing any data over.

Your child's learning journey is also shared with future education providers such as their new school.

This policy was adopted by	Noah's Ark Day Nursery
On	<u>11/06/2017</u>
Date to be reviewed	<u>11/06/2018</u>
Signed on behalf of the provider	
Name of signatory	<u>Angela Martin</u>
Role of signatory (e.g. chair, director or owner)	<u>Director/Manager</u>

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