



Data Protection Policy

- **Policy statement**

- The staff at Downside children's Pre-School intend to comply fully with the requirements and principles of the Data Protection Act 1984 and the Data Protection Act 1988.

- **Enquiries**

- General information about the Data Protection Act can be obtained from the Data Protection Commissioner at www.dataprotection.gov.uk

- **Fair obtaining and processing**

- Downside children's Pre-School undertakes to obtain and process data fairly and lawfully by informing all data subjects of the reasons for data collection, the purposes for which the data are held, the likely recipients of the data and the data subjects' right of access. 'processing' means obtaining, recording or holding the information or data or carrying out any or set of operations on the information or data 'data subject' means an individual who is the subject of personal data or the person to whom the information relates 'personal data' means data which relates to a living individual who can be identified. Addresses and telephone numbers are particularly vulnerable to abuse, but so can names and photographs be, if published in the press, internet or media 'parent' has the meaning given in the Education Act 1996, and includes any person having parental responsibility or care of a child.

- **Data Integrity**

- Downside children's Pre-School undertakes to ensure data integrity by the following methods:

- **Data accuracy**

- Data held will be as accurate and up to date as is reasonably possible.

- **Data adequacy and relevance**

- Data held about people will be adequate, relevant and not excessive in relation to the purpose for which the data is being held. In order to ensure compliance with the principle, the Pre-School will check records regularly for missing, irrelevant or seemingly excessive information and may contact data subjects to verify certain items of data.

- **Length of time**
- Data held about individuals will not be kept for longer than the necessary for the purposes registered, in accordance with Data Protection guidelines.

- **Authorised Disclosures**
- Downside Children's Pre-School will, in general, only disclose data about individuals with their consent. However there are circumstances under which the Pre-School may need to disclose data without explicit consent for that occasion. These circumstances are strictly limited to:
 - Pupil data disclosed to authorised recipients related to education and administration necessary for the Pre-School to perform its statutory duties and obligations
 - Pupil data disclosed to authorised recipients in respect of their child's health, safety and welfare
 - Pupil data disclosed to parents in respect of their child's progress, achievements, attendance, attitude or general demeanour within or in the vicinity of the Pre-School
 - Only authorised staff are allowed to make external disclosures of personal data. Data within the Pre-School staff will only be made available where the person requesting the information is a professional legitimately working with the Pre-School, who Need to know the information in order to do their work. The Pre-School will not disclose anything on pupils' records which would be likely to cause serious harm to their physical or mental health, or that of anyone else – including anything which suggests that they are, or Have been, either the subject of, or at risk of child abuse.
 - **'legal disclosure'** is the release of personal information to someone who requires the information to do his or her job within or for the Pre-School
 - **'illegal disclosure'** is the release of information to someone who does not need it, or has no right To it, or one which falls outside the Pre-School's registered purposes.

- **Data security**
- Downside children's Pre-School undertakes to ensure security of personal data.

- **Physical security**
- Appropriate building security measures are in place, such as locks on the filing cabinets. Only Authorised persons are allowed into the cabinets. Disks, tapes and printouts are locked away securely when not in use. Visitors to the Pre-School are required to sign in and out and are, where appropriate, Accompanied.
- Any queries or concerns about the security of data in the Pre-School should in the first instance be referred to the manager, deputy & senior practitioner.

- Individual members of staff can be personally liable in law under the terms of the Data Protection Acts. They may also be subject to claims for damages from persons who believe that they have been harmed as a result of inaccuracy, unauthorised use or disclosure of their data. A deliberate breach of this Data Protection Policy will be treated as disciplinary matter, and serious breaches could lead to dismissal.
- **Disposal of information kept**
- All personal details, when no longer required, will be disposed of sensibly by use of a shredder.

This policy was adopted at a meeting of Downside Children's Pre-school held

on _____

Signed on behalf of Downside Pre-school

by: _____
