

GARDEN COTTAGE NURSERY

DATA PROTECTION POLICY

Garden Cottage Nursery needs to collect and use personal data about the children and staff. We recognise that the lawful and correct treatment of personal data is very important to maintaining our children's, parents and staff confidence in Garden Cottage Nursery.

Any personal data which we collect, record or use in any way whether it is held on paper or on computer will have appropriate safeguards applied to it to ensure that we comply with the Data Protection Act 1998 and PECR – Privacy and Electronic Communications Regulations 2003. Our registered ICO number is CSN2876824.

We fully endorse and adhere to the eight principles of Data Protection as set out in the Act. These principles state that personal data must be:-

1. Fairly and lawfully processed
2. Processed for specified and lawful purposes and not in any other way which would be incompatible with those purposes
3. Adequate, relevant and not excessive
4. Accurate and kept up to date
5. Not kept for longer than is necessary
6. Processed in line with the data subject's rights
7. Kept secure
8. Not transferred
9. Not to use in marketing unless permission is given

All information held within the nursery is stored electronically on the Nursery's server and can only be accessed using a password. This password is known to Senior Management and Room Leaders.

Garden Cottage Nursery does not disclose information to any third party unless we believe it is necessary to do so, for example to outside specialists and professionals. This is only done when the parents have given their written consent to do so.

Garden Cottage Nursery collects personal data from you in order to protect the safety and welfare of your child and this is the only way in which it is used. Staff information is a legal requirement but will only be used for checking your suitability to work with children. Any significant breach of Data must be reported to the ICO within 72 hours.

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All information regarding incidents is kept logged and stored securely and all computer data is password secured.

The children's information is stored with a company called Parenta.
The Staff information is held with a company called Peninsula Group Limited.
Fastnet manage the server and all internet access for the Nursery.
Atlantic Data manage the DBS,
Peninsula Group Ltd
FASTNET confirmation of policy:
Confirmation of ICO registration:

Organisation name: **Garden Cottage Nursery Limited**

Registration reference: **ZA343731**

Dear Lesley Jane Denman

Data protection registration - we confirm you're now registered

Atlantic Data for staff DBS

Legal Department

08718 724 124 | atlanticdata.co.uk

Xero Accountants

Date Retention Periods

- Staff and children's records: 7 years if there were no concerns i.e. Child protection Issues, Disciplinarys etc.
- Staff wage records: 7 Years.
- All business records must be kept for 7 Years.
- Limited companies must keep minutes of meetings and resolutions of disputes etc. for 10 years.
- Any staff connected to a Child Protection Issue either as a staff member or personally should be retained for 25 years.
- Accident forms that have no serious concerns should be kept for 7 years.
- Accident forms that involve a serious accident must be kept for 21 year and 3 months (children have 3 years to make a claim if injured but they have the right to claim up until they turn 18 years old)
- Staff health records should be held for 40 years since there may be a substantial time between exposure and the onset of illness.
- Insurance certificates should be kept for 40 years.
- Job applications and CVS's should be kept for 6 Months unless applicant agrees that they would like to be kept on file for a long period.

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25/01/2019