



# FOUNDATIONS

## DAY NURSERY

Est. 2010

### General Data Protection Regulation

#### Statement

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018.

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes. An individual's data can not be processed without their knowledge and is only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Fun Foundations Day Nursery Ltd is committed to protecting the rights and freedoms of individuals with respect to the 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.

Fun Foundations Day Nursery Ltd is registered with the ICO (Information Commissioners Office) under registration reference: Z2777608 and has been registered since 8th July 2011. Certificate is on display on the parent's information boards in the nursery foyer.

#### GDPR includes 7 rights for individuals

##### 1) The right to be informed

Fun Foundations Day Nursery Ltd is a registered Childcare provider with CIW and as so, is required to collect and manage certain data. We need to know parent's names, addresses, telephone numbers, email addresses, date of birth and employers details. We need to know children's' full names, addresses, date of birth and Doctor/ health visitor details.

We are required to collect certain details of visitors to our settings. We need to know visitors names and where appropriate company name. This is in respect of our Health and Safety and Safeguarding Policies.

As an employer Fun Foundations Day Nursery Ltd is required to hold data on its employees; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID such as passport and driver's license, bank and medical details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility



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to work in the UK. This information is sent via a secure file transfer system to UCHECK for the processing of DBS checks.

Fun Foundations Day Nursery Ltd uses Cookies on its website to collect data for Google Analytics, this data is anonymous.

## 2) The right of access

At any point an individual can make a request relating to their data and Fun Foundations Day Nursery Ltd will need to provide a response (within 1 month). Fun Foundations Day Nursery Ltd can refuse a request, if we have a lawful obligation to retain data, but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

## 3) 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 Fun Foundations Day Nursery Ltd has a legal duty to keep childrens and parents details for a reasonable time\*, Fun Foundations Day Nursery Ltd retain these records for 3 years after leaving pre-school, children's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. Staff records must be kept for 6 years after the member leaves employment, before they can be erased. This data is archived securely and shredded after the legal retention period. There is a full Risk Assessment in place for transportation and storage. A copy of this Risk Assessment can be provided upon request.

## 4) The right to restrict processing

Parents, visitors and staff can object to Fun Foundations Day Nursery Ltd processing their data. This means that records can be stored but must not be used in any way, for example client database.

## 5) The right to data portability

Fun Foundations Day Nursery Ltd requires data to be transferred from one IT system to another; such as from the main Apple imac to an ipad in the Little Learner's Unit.



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### 6) The right to object

Fun Foundations Day Nursery Ltd may use photographs for social media and the nursery newsletter, which will be displayed on the newsletter. Parents can object to this data being used via the nursery enrolment contract. Staff can object during their nursery induction. All other data provided by parents will not be used or shared for any other activities such as marketing or research.

### 7) The right not to be subject to automated decision-making including profiling.

Automated decisions and profiling are used for marketing based organisations. Fun Foundations Day Nursery Limited does not use personal data for such purposes.

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

All paper copies of children's and staff records are kept in a locked filing cabinet in an office in Fun Foundations Day Nursery Limited. Members of staff can have access to these files but information taken from the files about individual children is confidential and these records remain on site at all times. These records are shredded after the retention period.

Information about individual children is used in certain documents, such as, a weekly register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are shredded after the relevant retention period.

Fun Foundations Day Nursery Limited collects a large amount of personal data every year including; names and addresses of those on the waiting list. These records are shredded if the child does not attend or added to the child's file and stored appropriately.

Information regarding families' involvement with other agencies is stored in a paper format, this information is kept in a locked filing cabinet in Fun Foundations Day Nursery Limited. These records are shredded after the relevant retention period.

Upon a child leaving Fun Foundations Day Nursery Limited and moving on to school or moving settings, data held on the child may be shared with the receiving school. Such information will be sent via the internal Vale of Glamorgan postal service or via a secure file transfer system. For children attending school outside the Vale of Glamorgan, the parent/carer will be given the data to deliver to the receiving school.



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Fun Foundations Day Nursery Limited will not store personal data held visually in photographs or video clips or as sound recordings, unless written consent has been obtained via the enrolment contract.

No names are stored with images in photo albums, displays, on the website or on Fun Foundations Day Nursery's social media sites.

Access to all Office computers is password protected. When a member of staff leaves the company changes these passwords are changed in line with this policy and our Safeguarding policy. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a locked filing cabinet.

GDPR means that Fun Foundations Day Nursery Limited must:

- \* Manage and process personal data properly
- \* Protect the individual's rights to privacy
- \* Provide an individual with access to all personal information held on them

Signature	Date for review
A. Ferguson.	June 2024