

Data Protection

1. Purpose

1.1 The aim of this document is to outline the data protection at Ashfield Plaza Day Nursery.

2. Scope

2.1 This policy applies to all who enter Ashfield Plaza Day Nursery.

3. Policy Principals

- 3.1 It is the policy of the Nursery to take all necessary steps to ensure that personal data held by the Nursery about its customers, children in our care, parents/carers, suppliers and all other individuals is processed fairly and lawfully. The Nursery will take all necessary steps to implement this policy.
- 3.2 It is the policy of the Nursery to ensure that all relevant statutory requirements are complied with and that the Nursery's internal procedures are monitored periodically to ensure compliance.
- 3.3 The Nursery will implement and comply with the eight Data Protection Principles in the Data Protection Act 1998 (hereafter the "Act") which promote good conduct in relation to processing personal information.
- 3.4 These principles are personal data shall be processed fairly and lawfully, personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose(s).
- 3.5 Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed. Personal data shall be accurate and, where necessary, kept up to date. Personal data processed for any other purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. Personal data shall be processed in accordance with the rights of the data subjects under the Act.
- 3.6 Appropriate technical and organisational action shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- 3.7 Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.
- 3.8 The attention of all employees is drawn to the data protection rules and procedures laid down by the Nursery from time to time. Employees have a duty to follow these rules and procedures and to cooperate with the Nursery to ensure that this policy is effective. Disciplinary action may be taken against any employee who fails to comply with these rules and procedures.
- 3.9 The Nursery has a responsibility to ensure that personal data dealt with in the course of the company's business is handled in accordance with statutory requirements and reasonable steps will be taken by all concerned to ensure this duty is observed.

- 3.10 The Nursery will consult with its employees periodically to ascertain what measures should be taken to increase awareness of data protection issues and to ensure that all necessary measures are taken to make this policy effective.
- 3.11 The Nursery will take such measures as may be necessary to ensure the proper training, supervision and instruction of all relevant employees in matters pertaining to data protection and to provide any necessary information.
- 3.12 The Nursery will monitor, on an ongoing basis, compliance with the provisions of the Act by third party processors of the Nursery’s data. Personal information will be kept for 3 years and then will be shredded.

4. Organisation and Allocation of Responsibilities

4.1 The Nursery Manager has overall and immediate responsibility within the nursery for data protection issues.

Limitations of this Policy

This policy cannot anticipate all eventualities therefore, professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.

Document management

Review cycle:	
Next review due:	
Policy owner	
Approving body:	Board of Trustees