

# WINSTON HOUSE PREPARATORY KINDERGARTEN DATA PROTECTION POLICY

**This Policy should be read with the;**

- **Safer Recruitment Policies**
- **Safeguarding Children Child Protection Policies**

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Winston House Preparatory Kindergarten (“the setting”) is committed to protecting and respecting the confidentiality of sensitive information relating to staff, pupils, and parents.

### **1. Introduction**

a) The setting needs to keep certain information about our employees, pupils and other users to allow us, for example, to monitor performance, achievement, and health and safety.

b) To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, we must comply with the Data Protection Principles which are set out in the Data Protection Act 1998.

**Data Protection Advice for Schools** flyer and **Data Protection Guidance for Schools** booklet. Information and guidance displayed on the Information Commissioner’s website ([www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)).

### **2. Data Gathering**

a) All personal data relating to staff, pupils or other people with whom we have contact, whether held on computer or in paper files, are covered by the Act.

b) Only relevant personal data may be collected and the person from whom it is collected should be informed of the data’s intended use and any possible disclosures of the information that may be made.

### **3. Responsibilities of Staff**

All staff are responsible for:

- Checking that any information that they provide to the Setting in connection with their employment is accurate and up to date
- Informing the Setting of any changes in information that they have provided, e.g. change of address, either at the time of appointment or subsequently. The Setting cannot be held responsible for any errors unless the staff member has informed the setting of such change
- Handling all personal data (e.g. – pupil attainment data) with reference to this policy.

### **4. Data Storage**

a) Personal data will be stored in a secure and safe manner.

b) Electronic data will be protected by standard password and firewall systems operated by the setting.

c) Manual data will be stored where it not accessible to anyone who does not have a legitimate reason to view or process that data.

d) Particular attention will be paid to the need for security of sensitive personal data.

### **5. Data Checking**

a) The Setting will issue regular reminders to staff and parents to ensure that personal data held is up-to-date and accurate.

b) Any errors discovered would be rectified and, if the incorrect information has been disclosed to a third party, any recipients informed of the corrected data.

### **6. Data Disclosures**

a) Requests from parents or children for printed lists of the names of children in particular classes, which are frequently sought at Christmas, should politely refused as permission would be needed from all the data subjects contained in the list. (Note: A suggestion that the child makes a list of names when all the pupils are present in class will resolve the problem.)

- b) Personal data will not be used in newsletters, websites or other media without the consent of the data subject.
- c) Routine consent issues will be incorporated into the setting's pupil data gathering sheets, to avoid the need for frequent, similar requests for consent being made by the setting.
- d) A record should be kept of any personal data disclosed so that the recipient can be informed if the data is later found to be inaccurate.

### **7. Subject Access Requests**

- a) If the Setting receives a written request from a data subject to see any or all personal data that the Setting holds about them this should be treated as a Subject Access Request and the Setting will respond within the 40 day deadline.
- b) Informal requests to view or have copies of personal data will be dealt with wherever possible at a mutually convenient time but, in the event of any disagreement over this, the person requesting the data will be instructed to make their application in writing and the Setting will comply with its duty to respond within the 40 day time limit.

### **8. Retention of Data**

The Setting has a duty to retain some staff and pupil personal data for a period of time following their departure from the setting, mainly for legal reasons, but also for other purposes such as being able to provide references. Different categories of data will be retained for different periods of time.

### **9. Monitoring and Evaluation**

This is ongoing; where any clarifications or actions are needed the Policy will be amended at its next review.