



Policy statement

Our setting considers the storing and using of data of the utmost importance. We strive to give our parents/carers the ability to understand and have greater control over the way we store and use their data.

Principles:

- ❖ We must have a lawful reason for collecting personal data and we must do it in a fair and transparent way.
- ❖ We must only use the data for the reason it is initially obtained.
- ❖ We must not collect any more data than is necessary.
- ❖ The data has to be accurate and there must be mechanisms in place to keep it up to date.
- ❖ We cannot keep it any longer than needed.
- ❖ We must protect the personal data.

These privacy principles are supported by a further principle – accountability.

This means that our setting must not only do the right thing with data but must also show that all the correct measures are in place to demonstrate how compliance is achieved. There is also an expectation that staff will be trained on data protection.

Legal framework

The General Data Protection Regulation (GDPR) is a new EU law that will come into effect on 25 May 2018. It will replace the current Data Protection Act 1998 and the changes will remain in place even after the UK leaves the EU in 2019.

Further guidance

GDPR sets out the lawful basis for processing personal data. This means that personal data can only be processed if one or more of the lawful conditions are met. For example, using the information to comply with a legal obligation or using it after the data subject has given their consent would meet the requirements.

More Information

Information Commissioner's Office ico.org.uk

Date to be reviewed
Signed on behalf of the provider
Name of signatory
Role of signatory (e.g. chair, director or owner)

Termly

Robin Wallace

Chair person
