



Registered Charity Number 1036151

Data Protection

Policy Statement

The management committee and staff at Tiddlywinks Pre-School intend to comply fully with the requirements and principles of the General Data Protection Regulation (GDPR) 2018.

Procedures

Fair Obtaining and Processing:

Tiddlywinks Pre-School undertakes to obtain and process data fairly and lawfully by informing all data subjects of the reasons for the data collection, the purposes for which the data are held, the likely recipients of the data and data subject's right of access.

- "processing" means obtaining, recording or holding the information or data or carrying out any or set of operations on the information or data.
- "data subject" means an individual who is the subject of personal data or the person to whom the information relates.
- "personal data" means data, which relates to a living individual who can be identified. Addresses, email addresses and telephone numbers are particularly vulnerable to abuse, but so can names and photographs be, if published in the press, internet or media.
- "parent" has the meaning given in the Education Act 1996 and includes any person having parental responsibility or care of a child.
- "legal disclosure" is the release of personal information to someone who requires the information to do his/her job within or for the Pre-School.
- "illegal disclosure" is the release of information to someone who does not need it, or has no right to it, or one which falls outside the Pre-School's registered purposes.

Data Integrity:

Tiddlywinks Pre-School undertakes to ensure data integrity by the following methods:

Data Accuracy:

Data held will be as accurate and up to date as is reasonably possible.

Data Adequacy and Relevance:

Data held about people will be adequate, relevant and not excessive in relation to the purpose for which the data is being held. In order to ensure compliance with this principle, the Pre-School will check records regularly for missing, irrelevant or seemingly excessive information and may contact data subjects to verify certain items of data.

Length of Time:

Data held about individuals will not be kept for longer than necessary for the purposes registered, in accordance with Data Protection guidelines. All data will be disposed of securely.

Authorised Disclosures

The Pre-School will, only disclose data about individuals with their consent. However, there are circumstances under which the Pre-School may need to disclose data without explicit consent for that occasion.

These circumstances are strictly limited to:

- Data disclosed to authorised recipients related to education and administration necessary for the Pre-School to perform its statutory duties and obligation.
- Data disclosed to authorised recipients in respect of their child's health, safety and welfare.
- Data disclosed to parents in respect of their child's progress, achievements, attendance, attitude or general demeanour within, or in the vicinity of, the Pre-School.
- Data disclosed to relevant authorities e.g. in respect of payroll and administrative matters.
- Only authorised staff are allowed to make external disclosures of personal data. Data used within the Pre-School by the Management Committee and staff will only be made available where the person requesting the information is a professional, legitimately working with the Pre-School, who needs to know the information in order to do their work. The Pre-School will not disclose anything on pupil's records which would be likely to cause serious harm to their physical or mental health or that of anyone else – including anything which suggested that they are, or have been, either the subject of, or at risk of, child abuse.

Data Security:

Tiddlywinks Pre-School undertakes to ensure security of personal data.

Physical Security:

Appropriate building security measures are in place, such as locks on cupboards, only authorised people are allowed into the cupboards. Any disks, tapes and print outs are locked away and secure when not in use. Visitors to the Pre-School are required to sign in and out and are, where appropriate, accompanied.


Any queries or concerns about security of data in the Pre-School should in the first instance be reported to the Management Committee or Pre-School Manager.

Individual members of staff can be personally liable in law under the terms of the Data Protection Act. They may also be subject to claims for damages from persons who believe that they have been harmed or put at risk of harm as a result of inaccuracy, unauthorised use or disclosure of their data. A deliberate breach of this Data Protection policy will be treated as a disciplinary matter, and serious breaches could lead to dismissal.

Disposal of Information Kept:

All personal details, when no longer required, will be disposed of sensibly by use of the shredder.

Adoption and annual review of the policy

This policy was adopted at a meeting of	Tiddlywinks Pre-School Committee
held on	20 th March 2023
Signed on behalf of the management committee	
Name of signatory	Caroline Clements-Searle
Role of signatory	Chair