



# Apple Trees Club

## Data Protection Policy

In order to provide a high quality childcare service and comply with legislation, Apple Trees Club will need to request information from parents about their child and family. Some of this is personal data.

Apple Trees Club takes families' privacy seriously, and, in accordance with the General Data Protection Regulations (GDPR), will process any personal data according to the seven principles below:

1. We have a lawful reason for collecting personal data, and must do it in a fair and transparent way. We will be clear about what data we are collecting and why.
2. We will only use the data for the reason it is initially obtained. This means we will not use a person's data to market a product or service to them that is unconnected with the reasons for which they shared the data with us in the first place.
3. We will not collect any more data than is necessary. We will only collect the data we need to hold in order to do the job for which we have collected the data.
4. We will ensure that the data is accurate, and ask parents to check annually and confirm that the data held is still accurate.
5. We will not keep the data any longer than needed. We must only keep the data for as long as is necessary to complete the tasks it was collected for.
6. We will protect the personal data. We are responsible for ensuring that we process and store the data securely.
7. We will be accountable for the data. This means that we will be able to show how we are complying with the law.

### Procedure

Debs Powell (Proprietor of Apple Trees Club) is registered with the Information Commissioner's Office, the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy of individuals.

Apple Trees Club expect parents to keep private and confidential any sensitive information they may accidentally learn about Apple Trees Club staff and their families, Apple Trees Club or other children and families attending Apple Trees Club, unless it is a child protection issue.

Apple Trees Club will be asking parents and carers for personal data about themselves and their children in order to deliver a childcare service (please see our Privacy Notice). We are required to hold and use this personal data in order to comply with the statutory framework for the early years' foundation stage, Ofsted, Department for Education and Somerset County Council.

### Subject Access

Parents have the right to inspect records about their child at any time. This will be provided without delay and no later than one month after the request, which should be made in writing to Debs Powell (Apple Trees Club Data Controller). We will ask parents to regularly check that the data is correct and update it where necessary.

### Storage

Apple Trees Club will keep all paper based records about children and their families securely locked in a filing cabinet.

When we keep records relating to individual children on a computer, including digital photos, we will obtain parents' permission. We will store the information securely with password protection.

Backup files will be stored on a backup drive locked in a secure safety box. Firewall and virus protection software are in place.

## **Information Sharing**

Apple Trees Club are expected to share information if a child also attends another setting or school.

Apple Trees Club may also be required to share information with Somerset County Council in regards to childcare and early years entitlements.

Apple Trees Club will not share information with anyone without parents' consent, unless there is a child protection concern.

Ofsted may require to access our records at any time.

## **Record Keeping**

Apple Trees Club records all accidents in an accident book.

Apple Trees Club will notify our insurers of any accident which may result in an insurance claim.

Apple Trees Club will inform Ofsted, Somerset County Council, and the Health and Safety Executive of any significant injuries, accidents or deaths as soon as possible.

Apple Trees Club record all significant incidents in an incident book and we share these with parents so that together we can work to resolve any issues.

Apple Trees Club will only share information if it is in the child's best interests to do so. For example in a medical emergency we will share medical information with a healthcare professional. If we are concerned about a child's welfare we have a duty of care to follow the Local Safeguarding Children Board procedures and make a referral. Where possible we will discuss concerns with parents before making a referral.

## **Safe Disposal of Data**

Apple Trees Club are required by law to keep some data for some time after a child has left us. We have a review plan in place to ensure that any data is disposed of appropriately and securely.

## Suspected Breach

If we suspect that data has been accessed unlawfully, Apple Trees Club will inform the relevant parties immediately and report to the Information Commissioner's Officer within 72 hours. We will keep a record of any data breach.

## Related policies

See also: **Privacy Notice, Child Protection**

This policy supports safeguarding and welfare requirements

This policy was adopted by: Debs Powell (Apple Trees Club)	Date: November 2019
To be reviewed:	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2019): Safeguarding and Welfare requirements: Child Protection [3.4]*.