



Data Protection Policy.

Daisy Chain Pre- School processes certain personal data about living individuals for the purposes of satisfying operational and legal obligations. In accordance with 3.69 (EYFS, 2014) we recognize the importance of the correct and lawful treatment of such personal data under the Data Protection Act 1998 and the Freedom of information Act 2000. The types of personal data that we keep include information about the children in our care, their parent(S), guardian(s) and emergency contact details, current and in some cases, past and prospective, employees, our suppliers and others with whom we communicate. This personal data, whether it is held on paper, on computer or other media, we will be subject to the proper legal safeguards as specified in the Data Protection Act 1998.

Daisy Chain only holds manual records which come within the scope of the Data Protection Act 1998 and there is no requirements to notify these records. If our methods of storing personal date changes, we will comply with legal requirements to notify. Children's records will be kept for a minimum of 3 years.

The act contains eight principles that must be satisfied in relation to processing of personal data. Our employees and any others who process personal data for us or on our behalf must adhere to these principles.

The eight data protection principles

The principles require that personal data shall:

1. Be processed fairly and lawfully and shall not be processed unless certain conditions are met.
2. Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
3. Be adequate and, relevant and not excessive for those purposes.
4. Be accurate and, where necessary, kept up-to-date.
5. Not be kept for longer than this is necessary for that purpose.
6. Be processed in accordance with the data subject's rights.

7. Be safeguarding against accidental loss, theft, damage or destruction and unauthorized and unlawful processing of personal data by ensuring the appropriate technical security measures.

8. And not to transferred to a country or territory outside the European economic area, unless receipt country ensures an adequate level of protection in place for the processing of personal data.

Implantation of the principles:

In order to meet the requirements of the principles, Daisy Chain will:

- Ensure that our data collection and processing is in accordance with the conditions regarding the fair collection and use of personal data.
- Notify you from the onset of the purposes for which the personal data is to be use. We will not use personal data for any other purpose except for the purpose for which it was obtained.
- Collect and process personal data only for the purpose for which it is required to fulfil operational or legal requirements.
- Conduct regular reviews to ensure the quality of personal data held.
- Ensure that the personal data is held only for the required length of time and not longer than is necessary.
- Ensure that the rights of individuals about whom the personal data is held is taken into account and individuals can fully exercise their rights under the act.
- Ensure that the appropriate technical and organizational security measures are in place to safeguard personal data.
- Ensure that personal data is not transferred to a country outside the European Economic Area abroad without suitable safeguards.

Data security

The need to ensure that data is kept securely means that precautions must be taken against physical loss or damage, and that both access and disclosure must be restricted. All staff are responsible for ensuring that any personal data which they hold is kept securely.

Disclosure

We will not disclose personal information or data held by us to any unauthorized third party or to any other persons without prior or to any other persons without prior consent except in circumstances where we are under a legal obligation to disclosure such information or data.

Rights to access information

Employees and other subjects of personal data held by us have the right to access any personal data that is being kept about them on computer and also have access to paper-based data held in certain manual filing systems. This right is subject to certain exemptions which are set out in the Data Protection Act. Any person who wishes to exercise this right should make the request in writing to the information complaints officer.

We reserve the right to change the maximum fee payable for each subject access request. If personal details are inaccurate, they can be amended on request. Daisy Chain aim to comply with requests for access to personal information as

quickly as possible, but will ensure that it is provided within 40 days of the request unless there is a good reason for the delay. In such cases, the reason for delay will be explained in writing to the individual making the request.

Contact us

Amy Hewings and Katie Pearce are responsible for ensuring complaints with the Data Protection Act 1998 and may be contacted at:
Daisy Chain Preschool
Scout Head Quarters
Chudleigh
Tq13 OHX

Any questions or concerns about the interpretation or operation of this policy or subject access request should be taken up in the first instance with Amy Hewings or Katie Pearce.