

# DATA PROTECTION POLICY

*for*

## LITTLE BEARS CRECHE LIMITED



### **INTRODUCTION**

Little Bears Creche adheres to all current guidance and legislation including the General Data Protection Regulations Act 2018, regarding the sharing of information on and with children, parents, families, staff, volunteers and visitors.

In order to provide a quality childcare service and comply with legislation, Little Bears Creche will need to request information from parents about their child and family. Some of this will be personal data.

At Little Bears we take families' privacy seriously, and in accordance with the General Data Protection Regulation (GDPR), we will process any personal data according to the six principles below:

1. If there is a lawful reason for collecting personal data, an employee of Little Bears will do it in a fair and transparent way. The employee will be clear about what data need to be collected and why.
2. Little Bears staff must only use the data for the reason it is initially obtained. This means that a person's data may not be used to market a product or service to them that is unconnected to the reasons for which they shared the data with us in the first place.
3. A Little Bears employee must 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. Every Little Bears employee must ensure that the data is accurate, and ask parents to check upon arrival and confirm that the data held is accurate.
5. Collected data will not be kept at Little Bears for any longer than needed. We will only keep the data for as long as we need to complete the tasks that it was collected for.
6. To protect the personal data at Little Bears, the employees must process and store it securely.

Little Bears Creche Limited 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 for individuals.

Unless it is a child protection issue, we expect the parents and carers of children attending Little Bears to withdraw from sharing any private and confidential or sensitive information they may accidentally learn about our staff, the setting or the other children and families attending our setting.

### **SUBJECT ACCESS**

Parents have the right to inspect records about their children at any time. This will be provided without delay.

### **STORAGE**

At Little Bears there will be no paper-based records containing personal data about children and their families.

Information that is provided by the parents and carers of children attending Little Bears will be on the Little Bears computer, in cloud storage such as iCloud, Google Drive or Dropbox. This also includes digital photos or videos. We will obtain parents' permission via our terms and conditions when making a booking.

Any information will be stored securely, for example, in password-protected files, to prevent the viewing of the information by others that may have access to the computer. Once the data has been used for its purpose, it will be discarded from the computer. Firewall and virus protection software are in place.

### **INFORMATION SHARING**

Any information shared by parents or carers of the children attending Little Bears will only be disclosed on need to know basis and only after receiving signed consent from child's parents, unless there appears to be a child protection issue.

### **RECORD KEEPING**

All significant incidents will be shared with parents so that together we can work to resolve any issues.

All Accidents/Incidents will be recorded and the original copies will be kept in Little Bears Incidents/Accidents folder.

In the unlikely event of a serious accident, our Liability insurance company will be notified of any accidents which may result in an insurance claim, e.g. an accident resulting in a doctor or hospital visit. Our Liability insurance company will then deal with the situation and inform Little Bears with any actions that need to be taken.

Any significant injuries, accidents or deaths will be reported to the local child protection agency and the Health and Safety Executive as soon as possible.

If we are worried about a child's welfare we have a duty of care to contact the NSPCC to inform them. Information will only be shared if it is in a child's best interests to do so and where possible we will discuss concerns with you before making a report.

### **SUSPECTED BREACH**

If it will be suspect that data has been accessed unlawfully, we will inform the relevant parties immediately and report to the Information Commissioner's Office (ico.org.uk) within 72 hours. we will keep a record of any data breach.

This policy is approved and robustly endorsed by LITTLE BEARS CRECHE LIMITED and is due for review every 2 Years.

**Signed:** JESSICA MCCANCE-DAVIS (Data Protection Officer)

**Date:** 01/10/2022