



Data Protection for Early Years Providers Policy

Policy Statement

Data Protection for Early Years Providers aims to fulfil its obligations under the Data Protection Act (DPA) 1998 to the fullest extent. This policy sets out our commitment to protecting personal data and how that commitment is implemented in respect of the collection and use of personal data.

Procedure

This provision is aware that data protection legislation applies equally to children and staff. The eight principles set out in the DPA are followed in all cases.

1. Data must be processed fairly and lawfully.
2. Data must only be obtained for specified and lawful purposes.
3. Data must be adequate, relevant and not excessive.
4. Data must be accurate and up to date.
5. Data must not be kept for longer than necessary.
6. Data must be processed in accordance with the "data subject's" (the individual's) rights.
7. Data must be securely kept.
8. Data must not be transferred to any other country without adequate protection in place.

The following procedures apply to information held about children.

1. A child's educational records will be disclosed to their parent or carer on submission of a written request. Requests will only be refused if it is obvious the requester does not understand what they are asking for, or if disclosure is likely to cause them or anyone else serious physical or mental harm.
2. A child's educational records will be made available without charge within 15 working days of receipt of the written request. If a copy of the information is requested, a charge may be made but it will not exceed the cost of supply.

The following procedures apply to information held about staff.

1. A copy of their personal data is sent to each member of staff on 31st August each year. This applies to all data, whether held on computer or as hard copy.
2. Members of staff are required to read this information carefully and inform the Admin Team Lead
3. at the earliest opportunity if they believe that anything is inaccurate or untrue, or if they are dissatisfied with the information in any way.
4. Requests for additional access must be sent to the Admin Team Lead. Each request will be judged in light of the nature of the information in question and the frequency with which it is updated. The member of staff will then be informed whether or not the request is granted. In the event of a disagreement, the matter will be taken up under the formal grievance procedure.
5. If a request for additional access is granted, the information will be provided within 40 days of the date of the request. A fee of £10 will be charged and must be paid to the company's account before access to the data will be provided.

The person responsible for carrying out this policy is the Admin Team Lead.

