



**LADYBIRDS**  
NURSERY

## *General Data Protection Regulation Policy*

### *Safeguarding*

#### Statement

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect on 25<sup>th</sup> May 2018

GDPR states that personal data should be processed fairly & lawfully and collected for specified, explicit and legitimate purposes, and that individual data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Ladybirds Nursery Ltd is committed to protecting the rights and freedoms of individuals with respect to the processing of children's parents, visitors and staff's personal data.

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal data is handled properly.

GDPR includes 7 rights for individuals



**The right to be informed:** Ladybirds Nursery is required to collect and manage certain data. We need to know parent's name, addresses, telephone numbers, emergency contact numbers, email address date of birth and National insurance numbers. We need to know children's full names, addresses, date of birth, and birth certificate or passport, or some other form of identity. We need this information for emergencies, and the purpose of funding from the Local Authority.

We are required to collect certain details of visitors to our nursery. This is in regard to our Safeguarding, and Health and Safety Policy.

As an employer, Ladybirds Nursery is required to hold data on its employers, names and address, email address, telephone numbers, date of birth, emergency contacts, National Insurance Numbers, Identification. This information is also required for the Disclosure and Barring Service.



**The right of access:** At any point an individual can make a request relating to their data. Ladybirds will provide a response within 1 month. Ladybirds can refuse the request if we have a lawful obligation.



**The right to erasure:** You have the right to request the deletion of your data where there is no compelling reason for its continued use. However Ladybirds Nursery has a legal duty to keep children's records for a reasonable amount of time. We will retain the records for 3 years after the child has left nursery. Children's accident, injury and medication records will be retained for 19 years, and child protection records will be held until the child reaches the age of 24 years. Staff records will be kept for 6 years after the staff member has left. This data is securely stored and shredded after the time has elapsed.



**The right to restrict processing:** Parents and staff can object to Ladybirds Nursery processing their data. This means that records can be stored, but not used in any way.



**The right to data portability:** Ladybirds does not use any form of on line services for observation. Any records held on a computer will not be transferred from one to another.



**The right to object:** Parents and staff can object to their data being used for certain activities such as marketing or research.



**The right not to be subject to automated decision-making including profiling:** Automated decisions and profiling are used for marketing based organisations, Ladybirds Nursery does not use personal data for such purposes.

## Storage and use of personal information

All paper copies of children' and staff's records are kept in a locked filing cabinet in the office. Staff members can have access to these records for the purpose of contacting parents, but information in these files remain confidential to all other people.

Ladybirds will hold names and address of children and parents on the waiting list, these documents will be shredded if the child does not attend.

Issue Date May 2018

Date to be reviewed May 2019

Date reviewed April 2019

Date to be reviewed

This policy will be reviewed sooner than the renewal date should any new information become available.