



Data Protection Policy

Policy Statement

Our setting is committed to ensuring that personal information about children, families, and staff is collected, stored and used responsibly. We recognise the importance of protecting personal data and ensuring it is handled in line with UK GDPR and the Data Protection Act 2018.

All staff understand that personal information must be treated confidentially and handled with care.

Principles of Data Protection

We follow the core principles of data protection. Personal data will be:

Processed lawfully, fairly and transparently

Collected for specified and legitimate purposes

Limited to what is necessary

Accurate and kept up to date

Stored securely

Retained only for as long as necessary

Lawful Basis for Processing

We process personal data under lawful bases including:

Legal obligation – meeting statutory requirements such as safeguarding or Ofsted requirements

Public task – supporting children's education and development

Consent – for activities such as photographs

Vital interests – protecting children's welfare and safety

Security of Data

We ensure personal data is kept secure by:

Storing paper records in locked cabinets

Protecting digital systems with passwords

Restricting access to authorised staff only

Ensuring staff understand confidentiality requirements

Staff Responsibilities

All staff must:

Follow data protection procedures

Keep information secure

Only access information necessary for their role

Report any data breach immediately to the manager

Data Breaches

If a data breach occurs it will be:

Recorded

Investigated

Reported where necessary to the Information Commissioner's Office

Parents will be informed if the breach is likely to affect them.