Data Protection Policy

Statement of intent

The Committee and staff at Little Fishes Pre-school intend to comply fully with the requirements and principles of the Data Protection Act 1984 and the Data Protection Act 1988 and the General Data Protection Regulation (GDPR) 2018.

Enquiries

General information about the GDPR can be obtained from the Information Commissioner's Office, website: www.ico.org.uk

Fair Obtaining and Processing

Little Fishes Pre-school undertakes to obtain and process data fairly and lawfully by informing all data subjects of the reasons for data collection, the purposes for which the data is held, the likely recipients of the data, the data subjects' right of access and the data subjects' right to withdraw consent at any time.

- 'processing' means obtaining, recording or holding the information or data or carrying out any operations on the information or data.
- 'data subject' means an individual who is the subject of personal data or the person to whom the information relates.
- 'personal data' means data which relates to a living individual who can be identified. Addresses and telephone numbers are particularly vulnerable to abuse, but so can names and photographs be, if published in the press, Internet or media.
- 'parent' has the meaning given in the Education Act 1996, and includes any person having parental responsibility or care of a child.

Data Integrity

Little Fishes Pre-school undertakes to ensure data integrity by the following methods:

- Data held will be as accurate and up to date as is reasonably possible.
- Data held about people will be adequate, relevant and not excessive in relation to the purpose for which the data is being held. In order to ensure compliance with this principle, the Pre-school will check records regularly for missing, irrelevant or seemingly excessive information and may contact data subjects to verify certain items of data.
- Data held about individuals will not be kept for longer than necessary for the purposes registered, in accordance with Data Protection guidelines.

AUTHORISED DISCLOSURES

The pre-school will only disclose data about individuals with their consent. However there are circumstances under which the pre-school may need to disclose data without explicit consent for that occasion.

These circumstances are strictly limited to:

- Pupil data disclosed to authorised recipients related to education and administration necessary for the Pre-school to perform its statutory duties and obligations.
- Pupil data disclosed to authorised recipients in respect of their child's health, safety and welfare.
- Pupil data disclosed to parents in respect of their child's progress, achievements, attendance, attitude or general demeanour within or in the vicinity of the Pre-school.
- Staff data disclosed to relevant authorities e.g. in respect of payroll and administrative matters.
- Only authorised staff will be allowed to make external disclosures of personal data.
- Data used within the pre-school by the Trustees and staff will only be made available where the person requesting the information is a professional legitimately working with the pre-school, who need to know the information in order to do their work.
- The pre-school will not disclose anything on pupils' records which would be likely to cause serious harm to their physical or mental health or that of anyone else – including anything which suggests that they are, or have been, either the subject of or at risk of child abuse.

A 'legal disclosure' is the release of personal information to someone who requires the information to do his or her job within or for the pre-school.

An 'illegal disclosure' is the release of information to someone who does not need it, or has no right to it, or one which falls outside the pre-school's registered purposes.

LIAISON BETWEEN JOINT SETTINGS

Where a child attends another setting as well as Little Fishes Pre-school, we will obtain the parents' permission to share information that relates to the child's development and well-being, and liaise with that other setting in order to ensure that the child receives consistency in these areas.

DATA SECURITY

Little Fishes Pre-school undertakes strict measures to ensure security of personal data.

Physical Security

Appropriate building security measures are in place, such as locks on the filing cabinets. Only authorised persons are allowed into the cabinets. Storage devices and printouts are locked away securely when not in use. Visitors to the pre-school are required to wear a visitor's badge and to sign in and out and are, where appropriate, accompanied.

Any queries or concerns about security of data in the pre-school should in the first instance be referred to the Chair of the Trustees or the pre-school manager.

Individual members of staff can be personally liable in law under the terms of the Data Protection Acts. They may also be subject to claims for damages from persons who believe that they have been harmed as a result of inaccuracy, unauthorised use or disclosure of their data. A deliberate breach of this Data Protection Policy will be treated as a disciplinary matter, and serious breaches could lead to dismissal.

Disposal of Information

All personal details, when no longer required, will be disposed of sensibly by use of a shredder.

Date policy adopted / reviewed November 2026

Signed on behalf of the Pre-School Trustees _____

Name and position of signatory Denise Smith, Chair

Policy review date **November 2027**