



Peter's Patch  
Forest School - Day Care - After School Club

## Retention

### Safe storage of children's records - Data Protection

At Peter's Patch we believe privacy is important. We are committed to complying with our data protection obligations and to being concise, clear and transparent about how we obtain and use personal information and how (and when) we delete that information once it is no longer required.

We will review and update our Data Protection Policy regularly in accordance with our data protection obligations.

To comply with the law all early years' groups collecting and storing information relating to individuals must comply with The General Data Protection Regulation (GDPR).

These principles require that personal data shall:

- 1: be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met.
- 2: be obtained for specific and lawful purpose and shall not be processed in any manner incompatible with that purpose.



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3: be adequate, relevant, lawful and not excessive for those purposes.

4: be accurate and kept up to date.

5: not be kept longer than is necessary for that purpose.

6: be processed in accordance with the data subject's right.

7: be kept secure from unauthorised access, accidental loss or destruction.

8: not be transferred to a country outside the European economic area, unless that country has adequate levels of protection of personal data.



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#### Purpose of policy

In order to work effectively, Peter's Patch Day Nursery needs to gather and process relevant information about the staff, parents, children and professionals along with others involved in the day to day running of the nursery. This will be done in accordance with the principles specified further in the document.

Peter's Patch Day Nursery by adhering to this policy will ensure that the data is handled properly and confidently at all times, this applies to data held on paper and computer. Peter's Patch Day Nursery recognises it's responsibly to ensure that all persons acting on behalf of the group are made aware of this policy and receive any necessary training.

This policy covers:

- Data collection
- Data storage / security
- Data updates
- Data disclosures
- Data access
- Data disposal / destruction



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Peter's Patch Day Nursery will review this annually to ensure that:

- Data is collected fairly
- Data is adequate, relevant and not excessive
- Data is accurate and up to date
- Data is stored securely
- Data is only retained as long as necessary
- New staff / parents are made aware of this policy

Data protection policy:

Peter's Patch Day Nursery will comply with:  
The terms of the 1998 data protection Act and subsequent relevant  
legislation.



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#### DATA COLLECTION

- Only relevant personal data will be collected. The person from whom it is collected will be informed of its uses and any personal disclosures that may be made.
- The Nursery will follow systems to facilitate updating information held.

#### DATA STORAGE / SECURITY

- Manual data will be stored in a secure place only accessible to those with legitimate reason to use it.
- Electronic data held on computer in office secured with a password.
- Any sensitive personal data will be recorded and access will be strictly limited.

#### DATA UPDATES

- Parents are encouraged to ensure staff is informed in changes of data in order to ensure data is up to date and accurate.
- Data will be updated promptly on receipt of information and the appropriate people informed if necessary.



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#### DATA DISCLOSURE

- The consent of the family will be obtained before the group discloses personal information to any organisation or individual.
- All requests for disclosure will be in writing and telephone enquiries advised accordingly.
- In cases of child protection, the law requires the disclosure of information, without consent, to relevant social services personnel and P.S.N.I. officers.
- If a request for information relating to child protection is received by telephone, steps will be taken to ensure that information. It is advisable only to disclose information only to those involved in child protection.
- Request made from parents for printed names and addresses will be politely refused.
- Personal data and images will not be used in newsletters, websites etc without the consent of the parent / carer.
- A record will be kept of any data disclosed so that the recipient can be informed should data be updated/ altered at a later date.



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#### DATA ACCESS

- Families have the right to access any personal data held about them.
- Any person wishing to access this must put their request in writing to management who will make the information available as soon as possible within the 40 day period recommended by data protection agency.
- Any delays in this will be put in writing to the family making the request.

#### DATA DISPOSAL / DESTRUCTION.

- Management will review personal data regularly and delete information which is no longer required for the purposes of the group.
- Management will keep a deletion file and record the type of deletion and the date it occurred.
- Management will keep all information regarding recruitment and selection of jobs for six years before discarding of the material.
- Management will not delete information relating to accidents on the premises or child protection issues until the statutory period has expired.

Updated: 01/02/2021