

# **Data Protection Policy (updated Jul '22)**

## **Policy Statement**

Little Acorns recognises that it is a data controller and therefore aims to be responsible for and complies with the principles of data protection.

All data has been obtained directly from parents/carers and other professionals working with the child; or in the case of staff, from them directly.

## **Implementation**

On our Registration form we have a list of items for parents to give their explicit consent to.

Consent is obtained before information sharing.

We hold a document that lists the type of records which contain personal information that we keep. The document states how long we must retain the record for after the child/staff member is no longer at Little Acorns. We annually review which records should now be disposed of. This is done by shredding paper work and deleting documents on the P.C (as well as deleting Trash).

## **Lawful basis**

For all personal data that is held we will ensure that there is a clear lawful basis for it being kept. If the lawful basis ceases to apply we will ensure that the data is deleted.

## **Retention**

All personal data is only held for as long as it is required. This may be on the grounds of operational needs or to ensure legal compliance.

Once data is no longer required it will be deleted.

## **Individual Rights**

For any individual on whom we obtain, process or retain personal data they will be given the right to:

- Understand why data is obtained and how it is used
- Request clarification on what personal data is held (subject to access request)
- Request deletion of the personal data held

All of the above will be subject to the requirements to comply with regulatory and statutory requirements.

We have a Privacy Notice, setting out how data relating to individuals is used by us. [This is available on request or can be found on our website]

## **Security**

Personal Information is stored securely in locked cabinets or a locked office. Only authorised staff can access this information. Staff will not disclose any personal information outside of Little Acorns and have all signed a confidentiality policy.

Everyone who works for or with Little Acorns has some responsibility for ensuring data is collected, stored and handled appropriately. The law requires Little Acorns to take reasonable steps to ensure data is kept accurate and up to date. It is the responsibility of all staff who work with data to take reasonable steps to ensure it is kept as accurate and up to date as possible.

Our E-Safety Officer is Andrew Baddeley. Data stored electronically is password protected. All computers have anti-virus and anti-malware software installed, which is kept updated.

### **Third Parties**

When personal data is transferred to any third party we seek to ensure that they have appropriate policies in place to ensure GDPR compliance.

### **Data Breaches**

As an organisation we understand that under the new law we are legally obliged to report to the Information Commissioners Office (ICO) any data protection breaches within 72 hours of having become aware of them. (A breach is classed as something that is likely to have significant detrimental effect on an individual and will include damage to someone's reputation, discrimination or financial loss.) The individuals affected will need to be notified too.