



General Data Protection Regulation Policy

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 25th May 2018. GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals.

Hatch Warren Under Fives Preschool Ltd is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors and staff 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 information is handled properly. Hatch Warren Under Fives Preschool Ltd is registered with the ICO (Information Commissioners Office).

GDPR includes 7 rights for individuals which are as follows;

1) The Right to be Informed

Hatch Warren Under Fives Preschool Ltd is a registered Childcare provider with Ofsted and as so, is required to collect and manage certain data. We need to know parent's names, addresses, telephone numbers, email addresses, date of birth and National Insurance numbers. We need to know children's' full names, addresses and date of birth. For parents claiming the free EYE entitlement we are requested to provide this data to Hampshire County Council; this information is sent to the Local Authority via a secure electronic file transfer system.

We are required to collect certain details of visitors to our preschools. We need to know visits, names, telephone numbers, addresses and where appropriate the company name. This is in respect of our Health and Safety and Safeguarding Policies.

As an employer Hatch Warren Under Fives Preschool Ltd is required to hold data on its employees; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID such as passport and driver's license, bank details. This information is required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. This information is sent via a secure file transfer system for the



processing of DBS checks. Hatch Warren Under Fives Preschool Ltd uses cookies on its website to collect data for Google Analytics, this data is anonymous.

2) The Right of Access

Hatch Warren Under Fives Preschool Ltd is a charitable company registered in England & Wales. At any point an individual can make a request relating to their data. Hatch Warren Under Fives Preschool Ltd can refuse a request, if we have a lawful obligation to retain data i.e. from Ofsted in relation to the EYFS, but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

3) 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, Hatch Warren Under Fives Preschool Ltd has a legal duty to keep children's and parents details for a reasonable time*, Hatch Warren Under Fives Preschool Ltd retain these records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. Staff records must be kept for 6 years after the member of leaves employment, before they can be erased. This data is archived securely offsite and shredded after the legal retention period.

4) The Right to Restrict Processing

Parents, visitors and staff can object to Hatch Warren Under Fives Preschool Ltd processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.

5) The Right to Data Portability

Hatch Warren Under Fives Preschool Ltd requires data to be transferred from one IT system to another; such as from Hatch Warren Under Fives Preschool Ltd to the Local Authority, to shared settings and to Tapestry' Online Learning Journal. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

6) The Right to Object

Parents, visitors and staff can object to their data being used for certain activities like marketing or research.



7) The Right not to be Subject to Automated Decision-Making including Profiling.

Automated decisions and profiling are used for marketing-based organisations. Hatch Warren Under Fives Preschool Ltd does not use personal data for such purposes.

This policy was adopted by the Preschool Committee in May 2018

Signed on behalf of the Preschool _____