

## **Data Protection Policy**

The Acorn Nursery School fully complies with requirements and policies of the Data Protection Act 1998.

General information regarding the Data Protection Act can be found via the Independent Commissioner website at [www.ico.gov.uk](http://www.ico.gov.uk) We are registered with the Independent Commissioner's Office (ICO)

### Collection and Processing of personal data and information.

The Acorn Nursery School needs to request personal information regarding the individuals at nursery. We are required to store information relating to Name, Age, Special needs, Family details including parents details and other family members, addresses (residential and email), telephone numbers, doctors etc.

Data will be kept as accurate and up to date as possible - In order to comply with this we will not store information any longer than necessary for the purpose registered, in accordance with the data protection guidelines. We will regularly check that the data held is kept up to date, is adequate and not excessive for the purpose it is being held. We will check records regularly for missing; excessive or incorrect data and we may contact third parties for the verification of certain items of data.

### Authorised Disclosure of Information

The nursery will, in general, only disclose data about individuals with their consent. However there are circumstances under which the nursery may need to disclose data without explicit consent for that occasion.

These circumstances are limited to:

Pupil data disclosed to authorised recipients related to education and administration necessary for the nursery to perform its statutory duties and obligations.

Pupil's data disclosed to authorised parties in relation to their child's health, safety and welfare.

Pupil's data disclosed to parents in relation to their child's progress, attendance, attitude, achievements or general behaviour within and in the vicinity of the nursery environment.

Staff data disclosed to relevant authorities – i.e. for payroll and administrative duties.

Only authorised staff are permitted to make external disclosures of personal data. Data used within the nursery by the management will only be made available when the person or people requesting the information are permitted to do so and are working legitimately with the nursery and when the information requested is required for them to complete their work.

The Acorn Nursery School will not disclose any information from pupils' records that would be likely to cause serious harm to their physical or mental health or that of anyone else. Including anything, which may suggest that they are or have been either the subject of or are at risk of child abuse.

### Data Security

The Acorn Nursery School undertakes to ensure the security of personal data.

Appropriate measures are taken to ensure that the building is secure, such as locks on cupboards and filing systems.

Main entrances to the nursery are locked and visitors are accompanied.

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

Once the statutory time frame for keeping data has expired all personal data will be disposed of by the use of a shredder.

The Acorn Nursery School's Data Protection Officer (DPO) is Natasha Dhall