



# Treetops Nursery

## **Data Protection and GDPR policy**

As a data controller we will meet all the legal requirements of the data protection regime in the UK including complying with the new Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018 which forms part of this act.

The Data Protection Act is an Act of Parliament which defines UK law on the processing of data – now including personal data online. It is the main piece of legislation that governs the protection of personal data in the UK. It helps strike a balance between the many benefits of sharing information and safeguarding privacy.

We will also comply with the General Data Protection Regulation (GDPR) 2018. This is where a processor of personal data must clearly disclose any data collection, declare the lawful basis and purpose for data processing, how long data is being retained, and if it is being shared with any third-parties or outside of the EU.

## **Why we hold your data**

It is an Ofsted regulation that we hold the personal information of the children in our care and their families. We also need to hold personal data as stipulated by Norfolk County Council for the purpose of claiming Government funding.

We hold child/family information for development purposes, safeguarding reasons, and for billing and communication. All information given to us relating to your child or family is only used for the intended purpose of childcare and the welfare of your child.

## **Who we share your data with**

Your data is not shared with anyone except for the purpose of supporting your child's learning and development. Our contracts include a section where you can give consent for us to discuss your child with other professionals and outside agencies such as Ofsted, the NHS, SureStart Centre and Norfolk County Council. Our contracts also include a section where you can give consent for your child's information to be shared with other settings they may attend to ensure continuity of care and to support your child's learning and development

All documentation relating to your child is stored securely and any information regarding your child or your family, which we observe, or which is given to us either verbally or in writing, will be kept confidential and only shared on a need to know basis with your permission.

In rare circumstances however we may have to share information relating to your child or family without parental permission, e.g. for safeguarding purposes where sharing information with the parent/carer could put the child at risk of harm.

## **How long we keep your information**

When a child leaves Treetops Nursery we will hold their information on file for:

- Development and learning records – 3 years

- Child accident and medication records – 18 years
- Attendance records – 6 years
- Early Education Funding records – 7 years
- Child protection/safeguarding records – until the child is 24 years

Under the GDPR, parents have the right to access the information held on them and their children and you now also have a right to have personal data corrected if it is inaccurate. You can request the information held on you by emailing [treetopnurserymulbarton@hotmail.com](mailto:treetopnurserymulbarton@hotmail.com) and we will respond within 30 days.

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