

## The Oaks Nursery Data Protection Policy

### **Aim:**

To ensure that the Oaks Day Nursery takes all reasonable steps to securely store any personal information held or processed about nursery parent's, children or staff.

The Kent Union Data Protection Policy is available on request in writing from the Manager.

### **Information security**

- Computers holding personal information are password protected, staff do not share pass words and individual's have their own log in facility. Users 'log out' when the computer is left unattended
- Documents are stored on a remote drive accessed through the University of Kent server. This means that in the event of theft or fire stored all information is protected
- Up to date virus protection software is installed on all administration computers
- Permission is sought from parents during the registration process for us to communicate electronically. Emails addresses will be stored in group contacts
- Staff are not permitted to store personal information on USB memory sticks
- Confidential paper based information such as addresses and telephone numbers are kept in the nursery office which is locked at the close of business each day.
- Room registers will be stored in a locked filing cabinet overnight
- Archived information that is stored off site is compliant with Kent Union's retention schedule identified in Kent Union data protection policy (appendix 1)
- When using internal/external postal systems information and documents are to be dispatched using sealed envelopes
- The nursery disposes of confidential or sensitive documents via the secure shredding systems of the University of Kent
- All staff and students receive a copy of the nursery confidentiality policy and sign a confidentiality agreement

### **Removal of information from the premises**

From time to time Managers, Supervisors and Nursery Practitioners may take documentation away from the premises to complete work at home. In these instances prior permission is needed from the Senior Management Team.

The following steps are in place to minimise the risk of loss/ damage/ impropriety;

- All documentation removed from the premises is returned within 24 hours, or 48 hours over a weekend period
- Temporary storage of documents away from the place of work must be inaccessible to family/ residents or visitors
- Confidential documentation no longer required must be returned to the nursery and disposed of as outlined in the section 'information security'
- Documentation and lap tops should be transported in the boot of the car out of sight
- Documentation and lap tops are not to be left in vehicles overnight

## **Complaints**

Parents concerned about any aspect of the management of personal data within the nursery are able to raise their concerns in a fair and equal way. Complaints can be registered with the Nursery Manager. If individual's remain unsatisfied that their complaint has not been properly dealt with then they should follow the steps identified in Kent Union's Data Protection Policy (section 8).

## **Privacy Notice - Data Protection Act 1998**

In compliance with Kent County Council's terms and conditions for administering the Early Years Education Grant the following notice is issued;

The Oaks Day Nursery is the Data Controller for the purposes of the Data Protection Act. We collect information from you about your child(ren), and may receive information about your child(ren) from your previous setting. We hold this personal data and use it to:

- support your child(ren)'s teaching and learning;
- monitor and report on your child(ren)'s progress;
- provide appropriate pastoral care, and
- assess how well our setting is doing.

This information includes your child(ren)'s contact details, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about your child(ren) to anyone outside the setting without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Children, Schools and Families (DCSF).

If you want to see a copy of the information we hold and share about you then please contact The Nursery manager, Chris Comper

If you require more information about how the LA and/or DCSF store and use this data please go to the following websites:

- [http://www.kent.gov.uk/your\\_council/contact\\_us/access\\_to\\_information/data\\_protection.aspx](http://www.kent.gov.uk/your_council/contact_us/access_to_information/data_protection.aspx)

and

- <http://www.teachernet.gov.uk/doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc>

If you are unable to access these websites, please contact the LA or the DCSF as follows:

- Access to Information Co-ordinator  
Sessions House  
County Road  
Maidstone  
ME14 1XQ
- Public Communications Unit  
**Department for Children, Schools and Families**  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
website: [www.dcsf.gov.uk](http://www.dcsf.gov.uk)  
email: [info@dcsf.gsi.gov.uk](mailto:info@dcsf.gsi.gov.uk)  
tel: 0870 000 2288.

*In order to fulfil their responsibilities under the act the organisation may, before responding to this request, seek proof of the requestors identity and any further information required to locate the personal data requested.*

Adopted on: 1<sup>st</sup> September 2010

Signature:

Name: Chris Comper

Job title: Nursery Manager

Policy to be reviewed annually.

Review 1 December 2013

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