

DATA PROTECTION POLICY



Liberty Kids is required to process relevant personal data as part of its operation and shall take all reasonable steps to do so in accordance with this policy. Liberty Kids is committed to keeping personal information about children, parents and carers and staff as secure as possible.

Liberty kids is registered with the Information Commissions Office, ICO, under registration reference: ZA198910 and has been registered since 9th August 2016 the certificate can be viewed on the parent's display board.

Processing may include obtaining, recording, holding, disposing, destroying or otherwise using data. Liberty Kids will endeavour to ensure that all personal data is processed in compliance with this policy and the principles of the Data Protection Act 2018.

Any information which falls within the definition of personal data and is not otherwise exempted will remain confidential and will only be disclosed to third parties with the consent of the appropriate individual or under the terms of this policy.

Liberty Kids may from time to time be required to process sensitive personal data regarding a child in our care. We will share this data where there is a legal obligation to do so such as in a child protection investigation.

Who is Responsible?

It is the responsibility of all members of staff to ensure that personal information about children, parents and carers and colleagues is not shared with individuals outside the setting. The nursery manager has overall responsibility to ensure that all personal information is kept safe and secure and in compliance with the General Data Protection Act 2018.

How is Personal Information Stored?

Personal information including:

- Children's details such as name, address, date of birth, class and school, and medical information
- Parents information such as name, address, telephone numbers, and bank details
- Staff information such as name, address, telephone numbers, bank details, national insurance number, and qualifications

Other information including:

- Accident Records
- Incident Records
- Restraint Records
- Administration of Medication Records

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We may store records in the following formats:

Paper:

Paper copies of personal information are stored in a locked cupboard or cabinet which has limited access to staff members and no access for parents. Parents should feel secure that their information and information about their children is not accessible to anyone apart from management and senior staff.

Computer:

Any information that is stored on computer will be held in accordance with the Data Protection Act 2018 and ICO. Parents will be asked for their permission to store their personal details on computer when registering their children and sign our GDPR statement. Access to information stored on computer is limited to staff members, all setting computers are password encoded and only management are in possession of the password.

We have an online booking system with other companies to process data, this makes them the data processor. The two roles have some differences but the principles of GDPR apply to both. We have a responsibility to ensure that other companies we work with are also GDPR compliant.

Mobile Phone:

Liberty Kids will store a contact telephone number in the setting mobile phone, this is to ensure that when the setting is escorting the children on trips and outings or down at the woodland site a contact number is available for all parents and carers. Parents should be aware that only setting staff has access to the mobile phone.

If you have any questions about this policy, please do not hesitate to contact the nursery manager who will be happy to advise you. If a parent wishes to find out what information we hold on their child, then they should request this in writing and there will be an administrative charge of £25. Information will be provided within 28 days.

All parents should note that in the event of a child protection concern then information about children and their families may be shared with the relevant agencies without the consent of parents.