



St Tudy Pre-school

Confidentiality and Data Protection Policy Data Protection Regulation- Update for May 2018

For us to work within St Tudy Pre-School we are legally obliged to collect certain information about you and your child to comply with the requirements of the EYFS and maintain accounts and records. Other information that we collect is not a legal requirement but will help us to do our job within the setting.

St Tudy Pre-School will need to process information such as:

- Personal details
- Family details
- Life style
- Social circumstances
- Financial details
- GP contact details
- Inoculation details
- Allergy details
- Digital photo

St Tudy Pre-School will also process sensitive information such as:

- Racial or ethnic origin
- Religious or other beliefs
- Physical or mental health details

St Tudy Pre-School will have a legal requirement to collect and process some of this personal information about you and your child. St Tudy Pre-School will need you to sign to say that you are happy for the setting to collect and process the non-statutory information we need to best look after your child.

All information on children and families is kept securely and treated in confidence with all staff members. St Tudy Pre-School is registered with Information Commissioner's Office (ICO) and is aware of our responsibilities under General Data Protection Regulations (GDPR).

In general, the confidential information about your child with you or your child's government including Ofsted. All details will be kept confidential and records are kept secure. You have a right to access any information that we hold within the setting on you or your child at any time.

If your child attends another setting while in our care, we will need to share appropriate information between each other. The two way flow of information will help your child to make the transition between carers. It will also keep you informed about anything you need to know that you weren't there to hear for yourself.

You will need to sign to say you are happy for the setting to share this information about your child in this way, and to pass along any information we may learn, back to you.

When your child leaves St Tudy Pre-School we will need to store information on you and your child for as long as necessary. Anything we don't need to keep we will delete from all laptops and iPad's.

St Tudy Pre-School may hold onto some photographs for our own personal use in albums, displays and our Facebook page. Your child's tapestry learning journal/ learning journey will be printed/ put on a USB/ CD rom and given to you on your last day.

If you have any complaints with the way you feel St Tudy Pre- School have handled any of your personal data, please speak to Hayley Hicks - Manager so that we can resolve your complaint. You have the right to complain to the information Commissioners Officer (ICO), If you feel we have not resolved the complaint to your satisfaction.

