

Ladybirds Kinder Class

Privacy Notice (Data Protection & GDPR Policy)

Policy Statement

Ladybirds Kinder Class is committed to protecting the privacy and confidentiality of children, families, staff, and visitors. We comply with the **UK General Data Protection Regulation (GDPR) 2021** and the **Data Protection Act 2018**. We ensure all personal information is collected, stored, used, and shared lawfully, fairly, and transparently.

Aims

- To ensure compliance with UK GDPR and the Data Protection Act 2018.
- To protect the personal data of children, parents/carers, staff, and other stakeholders.
- To ensure data is only collected for clear, legitimate purposes.
- To maintain transparency with parents/carers and staff regarding how their data is used.
- To store and dispose of data securely and responsibly.

Principles of Data Protection (UK GDPR)

Ladybirds Kinder Class follows the six lawful principles of data protection. Personal data must be:

1. **Processed lawfully, fairly, and transparently.**
2. **Collected for specified, explicit, and legitimate purposes.**
3. **Adequate, relevant, and limited to what is necessary.**
4. **Accurate and kept up to date.**
5. **Stored securely and only kept for as long as necessary.**
6. **Handled with integrity and confidentiality.**

Roles and Responsibilities

- The **Setting Manager (Mrs Atkinson)** is the Data Protection Lead.
- All staff are responsible for handling personal data securely and in line with this policy.
- Staff receive training on GDPR and data protection responsibilities.

Data We Hold

We collect and store information on:

- **Children:** registration forms, medical details, safeguarding records, attendance, learning and development records.
- **Parents/Carers:** contact details, emergency contacts, funding information, consent forms.
- **Staff:** recruitment, training, payroll, and safeguarding records.
- **Visitors/Contractors:** name, time of visit, and purpose of visit.

How Data Is Stored and Shared

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- Paper records are kept in locked filing cabinets.
- Electronic records are stored securely with password protection and limited access.
- Data is only shared with third parties (e.g. local authority, Ofsted, NHS, safeguarding partners) when legally required or with parental consent.
- Emails containing personal data are only sent securely.

Rights of Parents/Carers and Staff

Under UK GDPR, individuals have the right to:

- Be informed about how their data is used.
- Access their personal data.
- Request correction of inaccurate data.
- Request deletion of data where appropriate.
- Restrict or object to processing of data.
- Data portability (where applicable).

Requests must be made in writing and will be responded to within one month.

Data Retention

We follow statutory requirements and local authority guidance on how long data must be kept. For example:

- Children's records: 3 years after they leave (or until the next Ofsted inspection).
- Accident/incident records: 21 years (or 24 years if the child has a special educational need).
- Staff records: 6 years after employment ends.

Breach of Data

- Any suspected data breach must be reported immediately to the Setting Manager.
- Serious breaches will be reported to the **Information Commissioner's Office (ICO)** within 72 hours.
- Parents/carers and staff will be informed if their data is affected by a serious breach.

Monitoring and Review

This policy is reviewed annually or sooner if legislation changes. Staff are reminded regularly of their responsibilities under GDPR.

Review

Reviewed: July 2025

Next Review Due: July 2026

Approved By: Mrs Atkinson