



Data Protection Policy

The Data Protection Act 1998 is intended to protect people's privacy by controlling the use of personal information held in filing systems and on computers. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. The Hullbridge Preschool complies with the Data Protection Principles which are set out in the Data Protection Act 1998. In summary these state that personal data must be:

- obtained and processed fairly and lawfully
- obtained for a specified and lawful purpose and not processed in any manner incompatible with that purpose; adequate, relevant and not excessive for that purpose
- accurate and kept up to date
- not be kept for longer than is necessary
- processed in accordance with the data subject's rights
- kept safe from unauthorised access, accidental loss or destruction
- not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data

All staff and volunteers who process or use any personal information must ensure that they follow these principles at all times.

The Hullbridge Pre-school needs to keep certain information about its employees, volunteers, families and other members of the public to enable it to monitor performance and achievements. It is also necessary to process information so that staff can be recruited and paid, activities organised and legal obligations to funding bodies and government fulfilled

The Hullbridge Preschool holds and processes the data it collects about employees, volunteers and families only for the following purposes:

- Administration and management
- Our business
- Compliance with relevant procedures and laws.

All data is treated with absolute confidentiality and security measures are taken to protect this information at all times.

If you are dealing with data relating to The Hullbridge Pre-school or its users, you must take adequate precautions to ensure confidentiality and to protect The Hullbridge Pre-school and its employees from any liabilities.

We expect all employees to observe the Data Protection Act 1998 when collecting, processing and storing The Hullbridge Pre-school related data. If you require further guidance, please contact the setting manager.

Notification of Data Held and Processed

All employees, volunteers and families of our preschool have the right to:

- know what information The Hullbridge Pre-school holds and processes about them and why
- Know how to gain access to it
- Know how to keep it up to date
- Know what The Hullbridge Preschool is doing to comply with its obligations under the Data Protection Act.

We need to ensure that information relating to all these people is treated correctly and with the appropriate degree of confidentiality.

Processing of Personal Information

All staff and volunteers who process or use any Personal Information are responsible for ensuring that:

- Any Personal Information which they hold is kept securely
- Personal Information is not disclosed either orally or in writing or otherwise to any unauthorised third party
- Staff and volunteers should note that unauthorised disclosure will usually be a disciplinary matter, and may be considered gross misconduct in some cases.

Personal information should be:

- kept in a locked filing cabinet; or
- in a locked drawer; or
- if it is computerised, be password protected; or
- kept only on disk which is itself kept securely.

At the Hullbridge Preschool we use a locked drawer and cupboard to store confidential information, our computers are password protected and any memory sticks are encrypted.

Personal or confidential information should preferably not be discussed in public areas of our preschool. Wherever possible, a private meeting room be used. All staff should be aware of the difficulties of ensuring confidentiality in an open plan area and respect the confidential nature of any information inadvertently overheard. Any notes taken during or after an interview should be of relevance and appropriate. It is recommended that such notes are subsequently filed in a legible and coherent manner and stored correctly.

Sensitive Information

Sensitive information is defined by the Act as that relating to ethnicity, political opinions, religious beliefs, trade union membership, physical or mental health, sex life, criminal proceedings or convictions. The person about whom this data is being kept must give consent to the processing of such data, except where the data processing is required by law for employment purposes or to protect the vital interests of the person or a third party.

Disposal of Confidential Material

Sensitive material should be shredded. Particular care should be taken to delete information from computer hard drives if a machine is to be disposed of or passed on to another member of staff

Staff Responsibilities

All staff are responsible for checking that any information that they provide to The Hullbridge preschool in connection with their employment is accurate and up to date. Staff have the right to access any personal data that is being kept about them either on computer or in manual filing system. Staff should be aware of and follow this policy, and seek further guidance if necessary.

Our Commitment

The Hullbridge Preschool will only collect information that is necessary for what we do. We will be fair in the way we collect information about you. We will tell you who we are and what we intend to do with the information about you. Where practicable, we will collect information directly from you. If we collect information about you from someone else, we will make sure you know that we have done this whenever possible

This policy was adopted at a meeting of (name of setting)

Held on (date)

Date to be reviewed date

Signed by

Name of Signatory

Role of Signatory (ie manager)