

32. Record Keeping and GDPR Responsibilities

Statement of Intent

Polesden Lacey Playschool intends to comply with the General Data Protection Regulations (GDPR) 2018.

Aim

Polesden Lacey Playschool aims to maintain records accurately, follow the details of GDPR in the collection, sharing, storing and deletion of personal data.

Practice

As a responsible business, we are registered with the Information Commissioner's Office (ICO); the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

Under the guiding principles of GDPR there are three reasons for keeping individual's data:

- Contractual - Terms and conditions/registration form;
- Legal - Early Years Foundation Stage (EYFS) Statutory Safeguarding and Welfare Requirements; and
- Legitimate business reason such as policies and procedures.

Under GDPR Polesden Lacey Playschool must:

- process data lawfully, fairly and in a transparent manner in relation to individuals;
- have a Privacy Notice; which will be shared with parent/guardians at the point of registration;
- only collect data for specified, explicit and legitimate purposes;
- collect, share and store data that is relevant and limited to what is necessary;
- make sure data is accurate and, where necessary, kept up to date;
- store data for no longer than is necessary and for the purposes for which it was intended;
- process and maintain personal data diligently and securely by means of key access or password controls;
- instruct the team to manage all parent/guardians and children's data with maximum care and attention, following our Confidentiality Policy;
- report all data breaches to the ICO within 72 hours;
- produce a concise and easily accessible Privacy Notice for parent/guardians and staff which confirms how personal data will be collected, stored and shared;
- use encrypted emails (Egress) when communicating with external professionals and agencies;
- comply with statutory retention periods for all data; and
- securely destroy data once retention periods have passed.

Under GDPR parent/guardians and staff at Polesden Lacey Playschool have the right to:

- access their data;
- have their data rectified/updated upon request;
- have their data removed;
- restrict any processing of their data;
- move their data; and
- object to their data being used.

Procedures

- All records are the responsibility of the Manager who will ensure they are kept securely.
- All records are kept in an orderly way in files and filing is kept up-to-date for audit purposes
- Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance etc.
- Our Ofsted registration and Public Liability insurance certificate is displayed.

- All our employment and staff records are kept securely and confidentially.

Policy Review

As part of Polesden Lacey Playschool monitoring of record keeping and GDPR responsibilities this policy will be subject to periodic review.

Policy adopted by: Ellie Pragnell (Chair), Caroline O'Leary (Manager)

Date: September 24

Policy Review Date: September 25