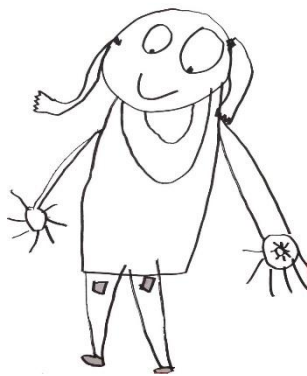


Greenbank Pre School

Data Protection Policy



Greenbank Pre School

Edinburgh Greenbank Parish Church of Scotland
Braidburn Terrace
Edinburgh EH10 6ES

SPPA Registration No: 0923

Charity No SCO11325

Data Protection Policy

Protecting your data is a matter of great importance to our organisation, and any data collected will be used and stored in accordance with the Data Protection Act 1998. New families will be told about our data protection policy before their children enrol in Pre School.

Information collection and use

Data such as contact details, child's name and date of birth may be collected by Greenbank Pre School and used for the following purposes:

- to administer and manage your child's attendance at Pre School
- to maintain details of your enquiries & our responses
- to seek feedback about our services
- to communicate with you via post, email or telephone.

Disclosure of information

We do not disclose your information to any third parties or bodies with whom we work unless we have your permission to do so or are required to do so by law.

Where we have your consent, we may share your information with Education or Health professionals in order to help you to access information or services which may be of use to you. Children's learning journals may be made available to Primary Schools at the point of school entry. This information will be sent electronically to a work email address or delivered in person to the receiving school or sent by the most secure method available

We will never sell your personal data to third parties.

Obtaining the information we hold about you

You have a right to ask for a copy of your information and to correct any inaccuracies. If you would like a copy of the information we hold about you, please write to Greenbank Pre School

Length of time records are kept:

Children's details are removed from our database when they leave Pre School
Staff records: Finance details are kept for 7 years following a staff member's ceasing employment – this is for tax purposes.

References and other staff records are kept for 1 year following a member's ceasing employment

All staff and committee members will have a working knowledge of this policy.

Date Approved: 22 September 2015

Review due: September 2018

Name Joan Ritchie