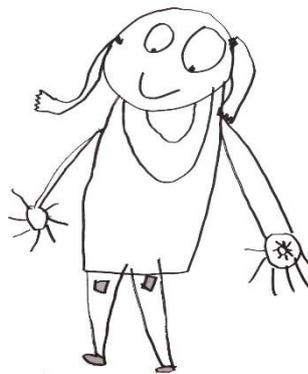


# Greenbank Pre School

## 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 General Data Protection Regulation (GDPR). New families will be told about our data protection policy before their children enrol in Pre School.

Article 5 of the GDPR requires that personal data shall be:

- Processed lawfully
- Collected for specified, explicit and legitimate purposes
- Accurate and kept up to date
- Held securely

Ref [ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/principles/](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/principles/)

## What information do we hold?

The electronic application forms contain children's names, dates of birth, postal addresses, telephone numbers, date of application and information regarding how parents heard about us and their email addresses for contact.

Children's names, dates of birth and addresses

Parents/carers names, postal address, email and phone numbers. On occasion parents may provide their bank details to the treasurer to facilitate financial transactions

As Edinburgh City Council uses The Nursery Administration Management System (NAMS), which includes information GP practice, medical concerns (if any), other concerns / development issues (if any), ethnic origin, national identity, asylum status and principal home language; we have access to this information and parents complete a separate paper document giving us their GP Practice details, Health Visitor's name and the child's medical history.

Prior to a child starting at Pre School staff ask to see either a birth certificate or passport for the child and record the number of whichever document is provided.

Staff data - for employment purposes – see staff handbook for details

Management Committee – name, address, email and phone number

## What is the information used for?

Children and family details:

- 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.

*On admission to Pre School*, parents/carers are asked to give consent to their child being photographed for their learning journal, and for their inclusion in group photographs for use within Pre School. Parents/carers are asked to give consent for their contact details (name, address, email and phone number) to be circulated to all parents with the duty rota. The Treasurer has access to the Nursery Administration Management System (NAMS) held by Edinburgh City Council. Parents /carers are asked to provide council tax/ billing information.

### **How is the information held?**

The admissions secretaries hold the electronic application forms

Contact details for families are held electronically by staff and the chair and treasurer.

Information about the children is held in paper records “All about me” which are stored securely in the office, and in the child’s electronic learning journal. Any child with additional support needs will have an additional paper record held in the office.

### **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.

We will never sell your personal data to third parties.

### **What do we do with the information when a child leaves Pre School?**

When a child leaves Pre School, and moves to an Edinburgh City Council provision, the Council take over administrative rights of the Learning Journal and Pre School staff are no longer able to access the record. Parents/carers can save the Journal as a PDF and print it for their own use. When a child moves to another private provision we will contact parents and that provision to ask if they wish the online Journal.

Any paper records of additional support needs are retained for a year after the child leaves Pre School after which time the records are destroyed

Children's and parents' details are deleted from our electronic database, by the chair, treasurer and staff.

Paper records are shredded

### **Obtaining the information we hold about you**

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

### **Breaches of Data Protection:**

Personal data breach can be broadly defined as a security incident that has affected the confidentiality, integrity or availability of personal data. If any personal data is lost, destroyed, corrupted or disclosed; if someone accesses the data or passes it on without proper authorisation; or if the data is made unavailable, for example, when it has been encrypted by ransomware, or accidentally lost or destroyed there has been a personal data breach.

When a personal data breach has occurred, the Chair must be notified without delay in order to establish the likelihood and severity of the resulting risk to people's rights and freedoms. If it's likely that there will be a risk then the breach must be notified to the ICO; if it's unlikely then the decision not to report must be justified and the breach documented

### **This policy should be read with the Confidentiality policy**

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

**Date Approved: May 2018**

**Name Joan Ritchie**