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GDPR POLICY

Effective from May 2018. Latest future review date: September 2019.
Written by Louise Kirby

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Key Abbreviations

SCC = Surrey County Council

Kindiejoes = The Kindergarten at St. Joseph's

Parents = Parents and Carers

1. Policy Aims

Kindiejoes aims to fulfil its obligations under the *General Data Protection Regulation (GDPR) 2017* to the fullest extent. This policy sets out our commitment to protecting personal data and how that commitment is implemented in respect of the collecting, processing, using, storing and sharing of personal data.

2. How we fulfilling our obligations

We have appointed a Data Protection Co-ordinator who is responsible for ensuring our compliance with the *GDPR*, contact details are:

Name: Liam Kirby
Telephone: 01372 720218
Email: bursar@kindiejoes.co.uk

We are registered with the Information Commissioners Office (ICO).

All staff, volunteers have undertaken training in *GDPR* and are aware of their responsibilities in collecting, using and sharing data.

We have a privacy notice that sets out the lawful bases for processing the data, the legitimate interests for the processing, individual's rights and the source of the personal data.

We have a process in place to record any data breaches and a form for reporting breaches to the ICO and any investigations.

We have a policy in place for the retention of documents and archiving of them.

We have an asset register in place to record the different types of information and documentation that we hold. This is updated regularly. We also have a spreadsheet showing how information is processed, stored and shared

3. Information we Hold

- Personal Information (name, address, date of birth)
- characteristics (such as ethnicity, language, nationality, country of birth, early years pupil premium eligibility)
- attendance information (such as sessions attended, number of absences and absence reasons)
- attendance information (such as sessions attended, number of absences and absence reasons)
- observations and assessment information and tracking of progress
- medical information
- information on special educational needs and disabilities (including if accessing Disability Living Allowance and entitled the Disability Access Fund)
- referrals to other relevant services
- safeguarding information.
- Parent's personal information (names, address, contact numbers and emails)
- In some cases we may require parent's National Insurance numbers.

4. Why we collect this information

We use the children's and parents' data to:

- support their learning and development, to enable staff to plan suitable activities to extend their knowledge and skills
- ensure that all children are safe within our childcare provision
- monitor and report on their progress
- provide appropriate behavioural and emotional support as required
- assess the quality of our services as a childcare provider
- comply with the law regarding data sharing (GDPR)
- meet the requirements of the early years foundation stage (EYFS)
- make claims for funding.

5. Procedure

Kindiejoes is aware that data protection legislation applies equally to children and staff. Article 5 of the GDPR sets out the principles that we work to.

- Data must be processed fairly, lawfully and in a transparent manner.
- Data must only be obtained for specified and lawful purposes.
- Data must be adequate, relevant and not excessive (limited to what is necessary).

- Data must be accurate and up to date.
- Data must not be kept for longer than necessary.
- Data must be securely kept.

We use the GDPR rights for individuals.

- The right to be informed.
- The right of access.
- The right to rectification.
- The right to erasure.
- The right to restrict processing.
- The right to data portability.
- The right to object.
- Rights in relation to automated decision-making and profiling.

The following procedures apply to information held about children.

- A child's educational record is kept on our electronic app Tapestry. Parents have immediate access to it.
- When a child moves to a new setting, all educational records relating to the child will be sent to the new setting. This includes copies of reports and any individual education plans. To ensure security, this data will be sent electronically using a secure email system within 15 days of the child ceasing to be registered at Kindiejoes, where possible. If the new setting is not known, every effort will be made to contact the parents or carers by post, telephone or email.
- Children's records will be stored securely. Paper files are locked in a secure place. Electronic files are stored on our internal network. Computers within the provision are kept secure with appropriate software to ensure maximum protection against ransom and malware which is regularly updated. All data is securely backed up.
- Sometimes information has to be shared with schools, other childcare providers, Surrey County Council, the DfE and Healthcare providers. We only do this with your permission except if we feel your child to be at risk of harm or if we are required to do by statutory requirements. Information that is shared is done securely using a secure email system or password protection of the document.

- We have differing requirements for the retention of data. We will inform you of the destruction of data.

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's early years record, contact Liam Kirby.

The following procedures apply to information held about staff.

- A copy of their personal data is sent to each member of staff on or before 25th May each year. This applies to all data, whether held on computer or as hard copy.
- Members of staff are required to read this information carefully and inform Louise at the earliest opportunity if they believe that anything is inaccurate or untrue, or if they are dissatisfied with the information in any way.
- Requests for additional access must be sent to Louise. Each request will be judged in light of the nature of the information in question and the frequency with which it is updated. The member of staff will then be informed whether or not the request is granted. In the event of a disagreement, the matter will be taken up under the formal grievance procedure.
- If a request for additional access is granted, the information will be provided within 30 days of the date of the request. A fee will not be charged to gain access to the data. However, we can charge a "reasonable fee" if a request is manifestly unfounded or excessive, particularly if it is repetitive. We may also charge a reasonable fee to comply with requests for further copies of the same information. The fee will be based on the administrative cost of providing the information.

The following procedures apply to any third parties that we are contracted with.

We have contracts with the following organisations:

- Ofsted
- Surrey County Council
- Diocese of Arundel and Brighton
- Early years Foundations Stage

- JCS IT Solutions
- Tapestry

We have requested confirmation from each of our contractors of their compliance with GDPR and have Confidentiality agreements in place.

6. Complaints

Kindiejoes has a complaints procedure in place for parents who are not satisfied with the provisions of this policy. Please refer to our complaints policy.