

Data Protection Policy & Procedure

Sweet Peas Nursery aims to fulfil its obligations under the General Data Protection Regulation 2018 to the fullest extent.

Information recorded on paper format such as team details, children's details, child protection and special needs forms are stored in a locked filing cabinet in the office and only management have access to these, to protect confidentiality. On the computer, data is password protected and only administrators, Managers, Deputy Managers and Directors are entitled to access it.

All information on our team and children is updated regularly by way of **data collection sheets**. All children have individual personal records and development files, stored in the children's respective rooms.

From time to time we are required to pass on some of the children's data held by us to Local Authorities (LAs), the Department for Children, Schools and Families (DCSF) and to agencies that are prescribed by law, such as QCA and Ofsted.

The **Local Authority** (LA) uses information about children for whom it provides services to carry out specific functions for which it is responsible. For example, the Local Authority will make an assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform various decisions. The statistics are used in such a way that individual children cannot be identified from them.

The **Qualifications and Curriculum Authority** (QCA) uses information about children to administer national assessments such as the Foundation Stage Profile. Any results passed on to the DCSF are used to compile statistics on trends and patterns in levels of development. The QCA can use the information to evaluate the effectiveness of the national curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

Her Majesty's Chief Inspector of Education, Children's Services and Skills and **Ofsted** do not routinely process any information about individual children. However, whilst Ofsted holds no records of individual children's progress, it does use information about the achievement of groups of children to help inform its judgements about the quality of education in Early Years Settings.

The **National Assessment Agency** (NAA) uses information for those, relatively few, settings undertaking the Foundation Stage Profile. The resulting data is passed on to the NAA which also uses information in working with schools, the



QCA, and Awarding Bodies, for ensuring an effective assessment system covering all age ranges is delivered nationally.

The **Secretary of State for Children, Schools and Families and the Department for Children, Schools and Families (DCSF)** uses information about children and pupils for research and statistical purposes, to allocate funds, to inform, influence and improve education policy and to monitor the performance of the education and children's services as a whole. The DCSF will feed back to LAs information about children for a variety of purposes that will include data checking exercises, and use in self-evaluation analyses.

Members of our team

Members of our team are allowed to have access to all personal data about them held under the General Data Protection Regulation 2018. This Act requires the provider to respond to requests for access to personal data within one month (this can be extended to two months if the request is complex). We will aim to provide such data electronically. Members of our team are required to read this information carefully and inform management at the earliest opportunity if they believe that any of their personal data is inaccurate or untrue, or if they are dissatisfied with the information in any way. The data will be rectified and if it is not rectified for any reason, we will explain to the individual why we have not done so and inform them of their right to complain to the supervisory authority or judicial remedy.

The General Data Protection Regulation 2018 gives data subjects the right to have access to their personal data, free of charge, at reasonable intervals with some exceptions, such as certain information relating to job applications. In certain circumstances, such as if the requests for personal data are unfounded, excessive or repetitive; we may charge a reasonable fee or refuse to provide the data. The fee will be based on administrative costs. The member of our team will be informed whether or not the request is to be granted. If it is, the information will be provided within one month of the date of the request.

In the event of a disagreement between a member of our team and Sweet Peas Nursery regarding personal data, the matter should be taken up under our formal grievance procedure.

