



## **Cornerstone Nurseries Data Protection Policy under GDPR**

This document is a statement of the companies aims and principles for ensuring that we meet all aspects of the General Data Protection Regulation (GDPR)

The GDPR is the binding legislation for the protection of personal data and replaces the Data Protection Act as of 25th May 2018.

Fencebright Ltd T/A Cornerstone Nurseries are registered with the Data Protection Agency. ICO registration number ZA233522.

Fencebright Ltd are the “Data Controller” and our Data Processors include;

- Head of People & Operations
- Nursery Managers & Deputies
- SENco's
- Administration Manager
- Marketing Manager
- Apprenticeships Coordinator

Our organisation needs to keep information about the families in our care, children, parents and other users to effectively monitor and manage their care and education as well as full and proper record keeping in line with other regulations, such as but not limited to health & safety regulation in order to comply with the law (as an example, registers to hold information on the children on site and accident forms which we are required to keep for 21 years).

We also need to keep information so that staff can be effectively, fairly and safely recruited, inducted and training organised as necessary.

See also: Privacy Notice - Fencebright Ltd.

### **In summary, personal data shall:**

- Be obtained and processed lawfully, fairly and for a specified purpose and shall not be processed in any manner which is not in line with that purpose.
- Be adequate and relevant, accurate and kept up to date.
- Will not be kept for longer than is necessary for the purpose it is kept.
- Be processed in accordance with the data subjects rights.
- Be securely protected from unauthorised access, loss or destruction.

The company's data protection officers are Cheryl Standing, Lauren Geeson & Carolyn Martyn. It is their responsibility to keep up to date with changes, attend training and review policies and documents to meet the requirements of GDPR.

### **Data Agreements**

The nurseries will issue parents/carers with data agreements under GDPR which will specifically highlight the permissions/consent required from parents in order to enable the nursery to process the necessary data required in order for us to maintain children's records of care and education appropriately. These consents are essential in most circumstances and the nursery will have legitimate reasons for requesting a parent/carer's consent in all cases.

### **Data security**

All staff are responsible for ensuring that any personal data they hold is kept securely, personal information is not disclosed either verbally, in writing via the internet or by any other means accidentally or otherwise to any unauthorised third party. (see also, the nursery's "Confidentiality policy").

Staff should note that unauthorised disclosure could be a disciplinary matter and may well be considered as gross misconduct.

Personal information on any data subject will be kept in a locked filing cabinet, drawer or safe or if computerised, be coded, encrypted or password protected. If computers or laptops are backed up using a disc, USB drive, memory stick, portable hard drive or other removable storage media, this must also be kept in a locked cabinet, drawer or safe.

### **Rights to obtain information**

Under the GDPR, staff and parents have the right to access any information kept on them or their child/children. Data subjects are entitled to...

- Know what information the company holds on them or their child and why.
- Know how to gain access to this data.
- Know how to keep it up to date.
- Know what the company is doing in order to comply with its obligations under the GDPR.

The company keeps a record of all data processes and subsequent information held, how it is stored and who is able to access it. The company will allow parents access to see this document if it is requested of them.

The company has a period of 28 days to respond/comply to Subject Access Requests (SAR) from data subjects on their right to obtain information. Information MUST be provided free of charge.

Individuals also have the right to have personal data corrected if it is inaccurate. If we as a company have had permission to do so and have shared information with any third party, then it will be the company's responsibility to inform such third parties of any changes/corrections made.

Individuals have the right to be forgotten. The company MUST be able to delete/remove all data held on a data subject should it be requested by them unless we have an otherwise

legal obligation to continue to hold it, as an example, Accident forms for all children must be kept securely for 21 years under the Health & Safety Act 2015.

**Breach notification**

The company MUST report any data breaches within 72hrs of the breach to the Information Commissioner's Office (ICO) <https://ico.org.uk/>

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