



Ollie Owl Ltd Parent & Child Data Protection Policy

Policy Statement

Ollie Owl Day Nursery (the Company) 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.

We have appointed a Data Protection Officer who is responsible for ensuring our compliance with the GDPR.

Their contact details are:

- Richard Tillett
- Email: dick@ollieowl.co.uk

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

All staff, volunteers (and committee) have undertaken training in the 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 we report significant breaches to the ICO.

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

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

Procedure

This provision is aware that data protection legislation applies equally to children and staff. We have a separate Data Protection Policy for 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.

1. A child's educational records will be disclosed to their parent or carer on submission of a written request. Requests will only be refused if it is obvious the requester does not understand what they are asking for, or if disclosure is likely to cause them or anyone else serious physical or mental harm.
2. A child's educational records will be made available without charge within 15 working days of receipt of the written request. If a copy of the information is requested, a charge may be made but it will not exceed the cost of supply.
3. Children's records will be stored securely. Paper files are locked in cabinets in the provision's office. Electronic files are stored on laptops which are password protected, and kept in a locked cupboard. The cupboard key is kept in a key safe box. An intruder alarm further protects the building. 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 on an encrypted memory stick which is kept locked in a safe on the nursery premises.
4. Information that is shared is done securely using a secure email system or password protection of the document.

We have contracts with the following organisations, and we have documents from each contractor confirming their compliance with GDPR.

- Parenta – child registration and invoicing
- Family- child progress and education
- NurseryCam – CCTV
- Gmail – email