

# Parent & Child Data Protection Policy



## Statement of intent

In order to provide a high quality, safe and stimulating Early Years service we recognise that it is necessary for Ollie Owl Day Nursery to collect, store, process & share sensitive and confidential data on each individual child and their families. It is our intention to respect the privacy of children and their families. It is our intent to store this data securely at all times, process and share it only in accordance with the legal framework.

## Legal Framework

Data Protection Act 2018 which is the UK's implementation of the EU Regulation 2016/679 General Data Protection Regulation (GDPR) 2017.

Statutory Framework for the Early Years Foundation Stage (EYFS) 2021.

## Aims

Ollie Owl Day Nursery aims to fulfil its obligations under the Data Protection Act 2018 to the fullest extent. This policy sets out our commitment to protecting personal data in accordance with the Data Protection Act 2018 and the EYFS 2021 and how that commitment is implemented in respect of the lawful collecting, processing, storing and sharing of personal data. This is subject to the paramount commitment of the nursery, which is to the safety and well-being of each individual child.

## Methods

In order to achieve our aims the following policy is followed:

1. We have named Data Protection Officer who is responsible for ensuring our compliance with the GDPR whose contact details are:
  - Richard Tillett
  - Email: [dick@ollieowl.co.uk](mailto:dick@ollieowl.co.uk)
  - Tel: 01494 778767
2. We are registered with the Information Commissioners Office (ICO).
3. We store all paper records in a locked cabinet in the nursery office and electronic files containing child and parent data are password protected in line with data protection principles.
4. Laptop computers are password protected, and kept in a locked cupboard or other secure location overnight. The cupboard key is kept in a key safe box. An intruder alarm further protects our premises.
5. All data is backed up on a secure cloud server and/or secured memory card.
6. We ensure our terms and conditions, privacy and consent notices are easily accessed and made available in accurate and easy to understand language

### CHESHAM NURSERY

92-94 Broad Street  
Chesham, HP5 3ED  
Tel: 01494 778767

Email: [nursery@ollieowl.co.uk](mailto:nursery@ollieowl.co.uk)

### Ollie Owl Limited

Company Registration: 8083974  
[www.ollieowl.co.uk](http://www.ollieowl.co.uk)

Registered office at Philip Deane Accountancy  
Units 1 & 2 Field View, Baynards Green Business  
Park, Bicester, Oxfordshire, OX27 7SG

### AMERSHAM NURSERY

Century House  
The Broadway,  
Amersham, HP7 0TU  
Tel: 01494 725742

Email: [amershamnursery@ollieowl.co.uk](mailto:amershamnursery@ollieowl.co.uk)

7. Any information shared with the staff team is done on a 'need to know' basis and treated in confidence.
8. All staff, volunteers and students have undertaken training in the GDPR and are aware of their responsibilities in collecting, processing and sharing data.
9. All staff, volunteers and students are made aware that information about the children and families is confidential, is only for use within the nursery and should not be shared outside of the nursery other than with relevant professionals who need to know that information.
10. All staff, volunteers and students are made aware that any breach of this policy may result in disciplinary action and, in serious cases, dismissal.
11. We have a GDPR privacy notice that sets out, the lawful bases for processing and sharing Child & Parent data, the legitimate interests for the processing and sharing such data, individual's rights, and the source of such personal data.
12. We have a process in place to record any data breaches and we report significant breaches to the ICO.
13. We have a process in place for the retention of documents.
14. We have an asset register in place to record the different types of information and documentation that we hold. This is updated regularly. This includes a spreadsheet showing how information is processed, stored and shared.
15. We collect, process, store and share Parent & Child data in accordance with Article 5 of the GDPR and the Data Protection Act 2018.
16. Ollie Owl Day Nursery uses third party software to securely collect, store, process and share Child & Parent data. This software allows parents access to their child's records. The security of this software is regularly reviewed.
17. Child or Parent data that is lawfully shared externally is done securely so using secure email and/or password protected documents.
18. We have a separate Data Protection Policy for staff.

01/06/2023	Dick Tillett	01/06/2024
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