

BOUNCING BEANS

DATA POLICY

Reviewed July 2018

General Data Protection Regulations - May 2018 Policy and Procedures (Privacy policy)

Please read carefully the procedures we will follow in regards to any personal data that we collect and store.

Personal data is any data that can be linked to a single person and which identifies them in some way.

The security of the information that you provide us with is treated with the utmost importance. We are members of the ICO (Information commissioner's office) and therefore aware of our obligations under data protection regulations.

The information that we ask you for is governed by Ofsted regulations this gives us clear information about the data we need to hold to comply with the Statutory Framework and the Childcare Register.

We will need to hold information such as; your child/children's and families names, home addresses, where the child/children normally lives, who has parental responsibility, the child's date of birth, religion, dietary needs, medical needs, allergies and any intolerances. All details of this information can be found on our registration forms, medical forms and contracts.

We will also use details such phone numbers (personal and work), emergency contact numbers and email addresses to contact you.

Your data will be stored securely so it cannot be lost stolen or damaged. Data will only be accessible to Ofsted during an inspection or be shared with relevant professionals with your permission (yourselves as parents/carers), or if required to do so by law.

We will only ask for the minimum information that we must have, and we will ask you to update us regularly to ensure the data we hold is accurate, relevant and not excessive and only obtained for the correct purpose.

Data held on a computer will be password protected, and memory sticks used will be encrypted or password protected too.

If you would like to see the information we hold about your child/children please ask.

We will retain any data held for the recommended time as given in the GDPR guidelines. Any data destroyed will be recorded and will be either burnt or shredded.