

## Data Protection – Information Security Policy

**The management and staff of St Ives Nursery are committed to protecting and promoting the welfare of young children.**

To operate effectively, St Ives Nursery needs to collect and use information about staff, children and parents who come into the nursery. St Ives Nursery is also obliged to collect and use personal information in order to satisfy its obligations to Ofsted and other regulatory bodies.

In the collection, storage and use of this information, St Ives Nursery recognises its responsibility to comply with the Data Protection Act 1988, which regulates the use of personal data.

This responsibility is not restricted to sensitive data but applies to all data, including name and address lists.

### **The Data Protection Act (1998)**

The Act establishes very high standards for the handling of personal information, thereby protecting individual rights to privacy. The act regulates how personal information is collected, handled, stored and used and applies equally to personal information held both electronically and on paper.

St Ives Nursery has notified the Information Commission that it holds personal data about individuals and consequently is registered under the Data Protection Act 1988, Registration No. ZA064665. All persons dealing with personal data must therefore follow the eight principles of “good information handling”, ensuring that:

- Data is processed fairly and lawfully
- Data is processed for specified purposes only
- Data is adequate, relevant and not excessive
- Data is accurate and up to date
- Data is not retained for any longer than is necessary
- Data is processed in accordance with the rights of individuals
- Data is kept securely
- Data is not transferred outside the European Economic Area unless the country can demonstrate adequate legal protection and security for that data.

### **Access to Information**

Access to information within St Ives Nursery will only be to the extent required by the task being undertaken and will also be restricted to those persons recognised by Nursery management as requiring such access to information in the course of their duties and responsibilities.

In the event of any breach of information security, no matter how minor, it must be immediately reported to Nursery Management to enable appropriate investigation and, if necessary a review of the adequacy of existing information security measures.

It is understood and accepted that all staff and other individuals have the right to access any personal information which is being processed or stored and is directly relevant to them.

Similarly, all parents, or where appropriate a person legally acting on a child's behalf, have the right to access any personal information which is being processed or stored and is directly relevant to them.

Similarly, all parents or where appropriate a person legally acting on a child's behalf, have the right to access information held on computerised or manual records and which relates to them or their child.

If a parent wishes to find out what information we hold on their child, then they should request this in writing from Nursery management and there may be an administration charge to cover the cost of copying. Information will be provided within 28 days of receipt of the request.

This policy will be reviewed and updated annually in order to reflect best practice in information management, security and control and to ensure compliance with any changes or amendments to the Data Protection Act (1988)