



Data Protection Policy

In order to comply with the Kindergarten's Data Protection requirements, all members of the team will ensure that any information relating to children or other members of the team retained on either their home computers or in paper format outside the Kindergarten will be retained securely. All team members must ensure that such information will not be shared with or viewed by any other person except the Kindergarten team, parents/carers or other professionals supporting the child.

In the event that any personal data is lost, stolen or has been viewed by a non-authorized person, the member of the team will immediately notify **Sangeeta Gardiner**, (proprietor) and steps will be taken to recover missing data if possible and render secure any retained information.

Personal Data will only be retained for such period as is necessary for the Kindergarten's operations. No member of the team will destroy any personal information without **Sangeeta Gardiner** approving this action.

When a child leaves the Kindergarten, records on the child's progress will be shared with parents and carers and passed on to their next setting. All other Personal Data will be handed over to **Sangeeta Gardiner** who will retain this information securely on her premises for a suitable period of time.

Records on the team members will only be accessible to **Sangeeta Gardiner** and those who have the professional requirement to see them.

This policy was adapted by -

The Director, Managers and Team of Windsor Kindergarten

Date -

January 2017

Date to be reviewed -

January 2018

Name of signatory -

Tanya Webber