

Data Protection Policy

The Kindergarten is registered with the ICO in order to be able to handle and process personal information. The nursery complies with GDPR rules and regulations which require the setting to protect the personal data and privacy of our children and families .

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-authorised person, the member of the team will immediately notify the managers 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 the managers 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 managers who will retain this information securely on the premises for a suitable period of time.

Records on the team members will only be accessible to managers, directors and those who have the professional requirement to see them.

Policy reviewed September 2023