



ADN Privacy Policy

With over 200 children and 100 staff attending daily, Advantage Day Nursery (ADN) needs to record and process considerable amounts of personal data. This policy lays down requirements for the processing of this data, in accordance with the General Data Protection Regulations (GDPR) 2018.

The management team is acutely aware of the responsibility of ensuring that the documentation and information held on children, parents and staff is kept confidential and only used for agreed purposes. Information is only shared with outside agencies with the express permission of Parents or Staff member. The exception to this is when required by law to share information with government agencies.

ADN also stores and keeps information on all companies we do business with. Information provided by individual companies is stored securely and is not shared with other companies or parents.

This Privacy Policy provides detailed information of when and why we collect personal information, how it is used, the limited conditions under which it may be disclosed to others and how it is kept secure.

Legal basis

ADN collects and processes personal information for a number of reasons including: to enter into and undertake contracts; to comply with legal obligations; for the employment of staff; to monitor and progress the development and well-being of children and to provide various services.

Sharing of information

It is the policy of ADN never to sell or share personal information for commercial purposes. ADN also does not share information about children, parents, staff, either past or present, nor about companies we have business connections with. Should agencies such as health or education request information, parental permission should be sought before any information is shared.

When staff leave ADN employment they will be invited to complete a permission form giving authority for the manager of ADN to complete future requests for references.

Staff training

All ADN staff will be trained and reminded of the importance of keeping personal data secure and of not sharing information without authority.

Storage of personal information

Personal information will be stored securely and access only given to those who are required to have it, for example relevant room, administration or financial staff. The accompanying tables list the data in more detail. Data stored electronically will be suitably secured by password and/or device. Personal data stored in printed form will be securely locked away.

Personal data should not be stored longer than required, as shown on the detailed tables. After this time data must be securely destroyed, electronically or physically as appropriate. Hard drives and other devices that have held personal data should be securely erased before disposal.

Breach in security of information.

Any breach in the security of personal information discovered by ADN will be fully investigated by the Nursery Manager and Data Protection Officer and action taken to minimize the possibility of a reoccurrence. Depending on the severity of the breach, the ICO (Information Commissioner's Office) and/or Ofsted may need to be informed.

If information about children is breached, parents must be informed as soon as possible. Parents, staff or companies affected should be notified at the earliest opportunity.

Requests for disclosure of information

Any person has the right to request to view their personal information held by ADN, to request that inaccurate information is amended or the deletion of information that ADN has no reasonable purpose to hold.

ADN will appoint a Data Protection Officer who will be the prime contact for responding to such requests. ADN will not normally raise a charge for processing such requests.

Response to the request must be completed within 4 weeks and required changes made or reasons provided why they cannot be made. It should be noted that some information is required to be held to meet legal, educational or other requirements. Most information about children attending ADN needs to be held for 21 years and 3 months as protection against any future legal claims. This covers the statutory period for lodging such claims.

Persons unhappy with the action taken or the ways in which ADN processes their data have the right of complaint to the Information Commissioner's Office.

Privacy Notices and changes to policy

Appropriate Privacy Notices outlining this policy will be circulated to parents, staff and company contacts and displayed on the website. Any changes made following review should be shown on the website, with other notification of any major changes as appropriate.

Advantage Day Nursery - The Types of Data we collect

Parental information

Data	Staff access	Shared with	Time data kept
Name/s of parent/s or legal guardian/s	Room & admin staff	Only as agreed by parents	21 years 3 months
Home address	Room & admin staff	Only as agreed by parents	21 years 3 months
Work Address	Room & admin staff	Only as agreed by parents	21 years 3 months
Contact phone No. Home / work	Room & admin staff	Only as agreed by parents	21 years 3 months
Email address	Room & admin staff	Only as agreed by parents	21 years 3 months
Bank details if applicable	Finance officer department /and Head office	Not shared	As required by auditors

Information collected from Parents with regard to children

Data	Staff access	Shared with	Time Data kept
Name	Admin officer	Information is only shared with other agencies when written permission is given by parents	7 years
Date of Birth	Age coordinator		7 years
Proof of Identity	Room staff		7 years
Home address	Management team		7 years
Immunisation record			7 years
Health record			21 years 3 months

Tapestry - Online learning journal

Data	Staff access	Shared with	Time Data kept
General getting to know child info	All room staff	Information is only shared with other agencies when written permission is given by parents	7 years
Food & Drink			21years 3monts
Health & Development			21years 3monts
Sleep & Toileting Physical Needs			21years 3monts

Information compiled and stored by Advantage Day Nursery

Data	Staff access	Shared with	Time data kept
Accident record	Completed by staff signed off by manager	Ofsted may request to see these records at inspection, or if an investigation requires it. HSE may request accident records to complete an investigation. Health or Educational Psychologists may request Observational records, IDMs or IC action plans.	21 years 3 months
Developmental record (IDM)	Completed by staff signed off by Edu. Con		21 years 3 months
Observational records	Completed by staff signed off by Edu. Con		21 years 3 months
Individual child action plan	Completed by staff signed off by Edu. Con or manager		21 years 3 months
Child Protection Information	Completed by staff signed off by manager		25 years

Staff information

Data	How it is kept & who it is shared with	How long will it be kept
Employment Record	Kept securely with access by manager and relevant administration staff only.	7 years
Application form		7 years
Health forms		40 years
References		7 years
Contracts		7 years
Bank details		3 years
Financial records /salary		3 years
Proof of identity		During employment
Next of kin		During employment
Agreement to provide future references	Gives authority to respond to future reference requests	7 years

This Policy was adopted on _____

Signed on behalf of the nursery by _____

Date for review _____