

## **Data Protection Policy**

The Little Magpies Nursery is committed to protecting the privacy and security of the personal data of children, families, staff, and visitors. This policy outlines how we manage personal data in line with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and guidance from Ofsted and the Information Commissioner's Office (ICO).

### **Scope**

This policy applies to all staff, volunteers, students, and contractors at The Little Magpies Nursery who process personal data. It covers data held in both digital and paper formats.

### **Aims**

- To ensure personal data is collected, used, stored, and disposed of securely and lawfully
- To ensure all individuals understand their responsibilities regarding data protection
- To uphold individuals' rights relating to their personal data

### **Personal Data We Collect**

- Child records including names, dates of birth, medical information, safeguarding notes, and observations
- Parent/carers contact details, emergency contacts, and financial records
- Staff personal data including HR and training records
- Visitor logs and CCTV images where applicable

### **Legal Basis for Processing Data**

We process data under lawful bases including consent, contract, legal obligation, and legitimate interest. In particular, we are required by Ofsted and EYFS regulations to retain specific data for safeguarding, health, and operational purposes.

### **Data Storage and Security**

- Paper records are kept in locked filing cabinets and accessed only by authorised personnel
- Digital records are stored securely using password-protected systems
- Staff are trained in data protection procedures and understand the importance of confidentiality

### **Data Sharing**

- Data is shared only when necessary with relevant authorities such as Ofsted, local safeguarding boards, and health professionals
- We will never share personal data with third parties for marketing purposes
- Any data shared externally will be transferred securely and recorded appropriately

### **Data Retention and Disposal**

- We follow retention guidelines as set out by the ICO and Ofsted
- Data no longer required is disposed of securely by shredding or deletion from systems

### **Data Subject Rights**

Individuals have the right to access, correct, or request the deletion of their data. Requests must be made in writing. We will respond within one month unless an extension is permitted under UK GDPR.

### **Data Breaches**

Any suspected data breach must be reported to the Nursery Manager immediately. Serious breaches will be reported to the ICO within 72 hours in line with UK GDPR.

### **Monitoring and Review**

This policy will be reviewed annually or sooner if there are changes to legislation or guidance. All staff will be informed of updates and given refresher training where necessary.