



**In accordance with the Data Protection Act 2018, Sarratt Ducklings Pre-School take the following security measures to guard against unauthorised or unlawful processing of personal data and against accidental loss, destruction or damage.**

### **General Data Protection Regulation (GDPR)**

1. A lawful reason for collecting personal data and do it in a fair and transparent way.
2. Only use the data for the reason it is originally obtained,
3. Must not collect any more data than is necessary.
4. It must be accurate and there must be a mechanism in place to keep it up to date.
5. It must not be kept any longer than is needed.
6. Personal data must be protected.

#### **Data Collected by Ducklings**

**Registration Form** (address, email, phone, gender, date of birth, religion, dietary, allergies, grandparents and other carers details, ethnicity, parental responsibility)

**Funding information** (National Insurance, National Health number, passport, income, SEN, birth certificate)

**Learning Journals** (observations, photographs, parental input)

**Assessments** (observations and parental input)

**Website:** Photographs

**Promotion Literature (Spotlight, leaflet, advertisement)** Photographs

**Registers/Attendance**

**Accident Forms**

**Incident Forms**

**Child Safeguarding information**

### **Information shared with the following outside organisations**

- Hertfordshire County Council (funding purposes)
- Children Centres (track children's development, i.e. 2 year old funded, Children in care, children at risk, SEN)
- Social Workers (children at risk)
- Doctors and health visitors (children accessing medical support)

### **Length of time data is kept on file**

Passports and birth certificates – shredded once child has left Sarratt Ducklings

Registrations Forms – shredded 2 years after the child has left Sarratt Ducklings

Learning Journals – given to parents/carers when the child leaves Sarratt Ducklings

Assessment Forms – given to parents/carers when the child leaves Sarratt Ducklings. Information shared with the school the child is starting Reception in.

Photographs – 10 years

Funding Forms – shredded 3 years after the child has left Sarratt Ducklings

Registers – shredded 21 years after the child has left Sarratt Ducklings

Accident Forms/Existing Injury Form – shredded 21 years after the child has left Sarratt Ducklings

Incident Forms – shredded 21 years after the child has left Sarratt Ducklings

Safeguarding Information – shredded 21 years after the child has left Sarratt Ducklings

Allergy information - shredded once the child has left Sarratt Ducklings

### **Parent's Consent to sharing Data**

At the point of a child's registration parents/carers will be given a form asking them for their consent to share the above information for the relevant purposes and organisations. Parents' will be able to accept or decline.

All data will be kept securely in a locked cupboard and secured with a password on the computer.

### **Policy adopted by Sarratt Ducklings Management Committee**

**Date**

**Signed**