West Derby

Liverpool

L12 8SJ

0151 220 4772

Springgrove.nursery@hotmail.com

Registration Number EY429494

A Policy Document for Data Protection

**Overview**

Spring Grove Nursery will ensure that personal data is protected and kept safely and securely. It will ensure that its policy for data protection is used as the basis for collecting, storing, accessing, sharing and deleting personal data. Our setting will use the General Data Protection Regulations (GDPR) as the benchmark for its standard for protecting personal data. Our setting will sign up to the ICO (Information Commissioners Office)

**Objectives**

Our setting will ensure that we comply GDPR effective from May 25th 2018. We will hold regular reviews and audits on all the information that we collect. We will never share your data with a third party without your full knowledge and understanding as to why we have shared it. Your consent will also be sought where applicable.

We will ensure that data collection, data handling, data storage and data disposal procedures are in line with the GDPR and cover all the rights individuals have, including how personal data is deleted and destroyed. We will ensure that you the data subject are fully informed of your rights.

**Strategies**

1. Data access request procedures will be handled in a timely manner as set out in the GDPR and we provide any additional information in line with the GDPR guidance.
2. The processing of personal data will be carried out on a lawful basis as required by the six Principles of GDPR.
3. Where our setting needs to seek consent, it will do so in a manner that meets GDPR standards.
4. Any records of consent and the management of the process for seeking consent will also meet the GDPR standard.
5. Where there is a personal data breach the procedures used to detect, report and investigate it will meet the requirements of the GDPR.
6. The systems our setting puts into place to verify individuals’ ages and to obtain parental or guardian consent for any data processing activity will meet the standard set in the GDPR.
7. Data protection by design and data protection impact assessments will meet with the ICO’s code of practice on privacy impact assessments as well as with the latest guidance.
8. There will be a senior member of staff designated as the Data Protection Officer who will be given responsibility for data protection compliance.
9. Our setting will provide a privacy notice to explain why data is requested and the purposes for which it is used.

**Outcomes**

The requirements of the GDPR will be met by our setting as the basis for collecting, storing, accessing, sharing and deleting personal data. Data will be processed fairly, lawfully and in a transparent manner.

It will be used for specified, explicit and legitimate purposes in a way that is adequate, relevant and limited.

It will be accurate and kept up to date and kept no longer than is necessary.

Data will be processed in a manner that ensures appropriate security of the data.