



St. Lawrence Pre-School

Let every little light shine

St Lawrence Preschool Data Protection Policy - Effective Date: 25 May 2018

St Lawrence Preschool is committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data is in line with the data protection principles and the General Data Protection Regulation (GDPR).

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

General Statement

The preschool is committed to maintaining the above principles at all times. Therefore, the preschool will:

- Inform individuals why the information is being collected when it is collected
- Inform individuals when their information is shared, and why and with whom it was shared
- Check the quality and the accuracy of the information it holds
- Ensure that information is not retained for longer than is necessary
- Ensure that when obsolete information is destroyed that it is done so appropriately and securely
- Ensure that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded
- Share information with others only when it is legally appropriate to do so
- Set out procedures to ensure compliance with the duty to respond to requests for access to personal information, known as Subject Access Requests
- Ensure our staff are aware of and understand our policies and procedures

- **Personal data that we collect/store. Compliant under 'legitimate interests'. Examples of all forms that collect data are attached to this document.**

This acts as the preschools Data Asset Register.

Child's enrolment and setting details. Data stored in printed format and kept under lock and key within the preschool setting. This data is handled by the Manager and in the absence of the Manager, the Deputy Manager.

Child's full name Child's DOB Parents/Careers full name Full address
Day time telephone numbers Mobile Numbers Email addresses
Child's All About Me form – likes/dislikes
Child's preferred name Parent/Career relationship to child Who the child lives with
Child's Ethnic Origin
Child collection from preschool password Emergency contacts: up to 3 people: full names and phone, mobile
Contact details of persons authorised to collect a child: full name, relationship, phone, mobile
Professionals involved with a child: Name, Address and phone
Child's first language Child's medical history and well being

- **Employee details**

All payment and HMRC information is entered into HMRC PAYE software and uploaded directly. This software is password protected.

Staff consent to this information being stored by HMRC however this needs to be reflected in their updated contracts.

The preschool Finance Manager holds paper copies of Employee details (filled in at start of employment) and paper copies of timesheets. Also, paper notifications from HMRC in files (tax code changes etc).

Including historic P60's that need to be kept for 3 years.

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