



ST GEORGE'S PRE-SCHOOL HINTON ST GEORGE

Website: <http://saintgeorgespreschool.co.uk>

Data Protection Policy & Procedures

The Committee and staff at St George's Pre-School intend to comply fully with the requirements and principles of the Data Protection Act 1984 and the Data Protection Act 1988.

Scope and Purpose

The purpose of this policy is to enable St George's Pre-School to comply with the law in respect of the data it holds about individuals; to follow good practice; to protect it's staff, committee, supporters and families involved with the pre-school; to protect the organisation from the consequences of a breach of its responsibilities.

Enquiries

General information about the Data Protection Act can be obtained from the Data Protection Commissioner, website: www.dataprotection.gov.uk.

Fair Obtaining and Processing

St George's Pre-School undertakes to obtain and process data fairly and lawfully by informing all data subjects of the reasons for data collection, the purposes for which the data are held, the likely recipients of the data and the data subjects' right of access.

Definitions:

"processing" means obtaining, recording or holding the information or data or carrying out any or set of operations on the information or data.

"data subject" means an individual who is the subject of personal data or the person to whom the information relates.

"personal data" means data, which relates to a living individual who can be identified. Addresses and telephone numbers are particularly vulnerable to abuse, but so can names and photographs be, if published in the press, Internet or media.

"parent" has the meaning given in the Education act 1996, and includes any person having parental responsibility or care of a child.

Charity Commission No: 1046014

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Data Integrity

St George's Pre-School undertakes to ensure data integrity by the following methods:

- **Data Accuracy**
Data held will be as accurate and up to date as is reasonably possible.
- **Data Adequacy and Relevance**
Data held about people will be adequate, relevant and not excessive in relation to the purpose for which the data is being held. In order to ensure compliance with this principle, the Pre-School will check records regularly for missing, irrelevant or seemingly excessive information and may contact data subjects to verify certain items of data.
- **Length of Time**
Data held about individuals will not be kept for longer than necessary for the purposes registered, in accordance with Data Protection guidelines.

Authorised Disclosures

The Pre-School will, in general, only disclose data about individuals with their consent. However there are circumstances under which the Pre-School may need to disclose data without explicit consent for that occasion.

These circumstances are strictly limited to:

- Child data disclosed to authorised recipients related to education and administration necessary for the Pre-School to perform its statutory duties and obligations.
- Child data disclosed to authorised recipients in respect of a child's health, safety and welfare.
- Child data disclosed to parents in respect of their child's progress, achievements, attendance, attitude or general demeanour within or in the vicinity of the Pre-School.
- Staff data disclosed to relevant authorities e.g. in respect of payroll and administrative matters.
- Personal data. Only authorised staff are allowed to make external disclosures of personal data. Data used within the Pre-School by the Committee and staff will only be made available where the person requesting the information is a professional legitimately working with the Pre-School, who needs to know the information in order to do their work. Should a safeguarding concern/issue arise, both child and personal data will be shared as detailed in the Safeguarding Children Policy and Procedures. The Pre-School will not disclose anything on children's records which would be likely to cause serious harm to their physical or mental health.

A "**legal disclosure**" is the release of personal information to someone who requires the information to do his or her job within or for the Pre-School.

An "**illegal disclosure**" is the release of information to someone who does not need it, or has no right to it, or one which falls outside the Pre-School's registered purposes.

Data Security

St George's Pre-School undertakes to ensure the security of personal data with regard to all measures mentioned in this Policy. All staff and volunteers are required to read, understand and accept any policies and procedures that relate to personal data they may handle in the course of their work. Significant breaches of this policy will be handled under the Disciplinary Procedure.

All staff and committee members are required to sign a statement of confidentiality.

Any queries or concerns about security of data in the Pre-School should in the first instance be referred to the Chairman of the Committee or Supervisor.

Physical Security

Appropriate building security measures are in place, such as locks on the filing cabinets. Only authorised persons are allowed into the cabinets. Disks and printouts are locked away securely when not in use. Visitors to the Pre-School are required to sign in and out and are, where appropriate, accompanied.

Individual members of staff can be personally liable in law under the terms of the Data Protection Acts. They may also be subject to claims for damages from persons who believe that they have been harmed as a result of inaccuracy, unauthorised use or disclosure of their data. A deliberate breach of this Data Protection Policy will be treated as disciplinary matter, and serious breaches could lead to dismissal.

Disposal of Information Kept

All personal details, when no longer required, will be disposed of sensibly by use of shredder.

This Policy was written and adopted by the committee members of St George's Pre-school on 27th April 2010

Helen Harding (Chair)

Gilly Jaffé (Secretary).....