

Data Protection Policy

Statement of Intent

The Data Protection Act aims to promote high standards in the handling of personal information and so protect the individual's right to privacy. It is our intention at Blakeney Pre-school to follow the requirements of this act to the aforementioned end.

Aims

The Data Protection Act says that personal data should be accurate, up to date and kept for no longer than is necessary. Data must be kept securely. It is our aim to meet these requirements.

In order to fulfil these aims

Processing Data

We are registered with the Information Commission under the Data Protection Act

All staff and committee who process personal data are required to follow the eight data protection principles.

Processing, in relation to information or data, means obtaining, disclosing, recording, holding, using, erasing or destroying the information or data or carrying out any operation or set of operations on the information or data. The Data Protection Act applies to holding information on living individuals in electronic format or on paper.

The Data Protection Act requires anyone who processes personal data to follow the **eight data protection principles**:-

- 1) fair and lawful processing
- 2) collected only for specified purposes
- 3) adequate, relevant and not excessive
- 4) accurate and up to date
- 5) kept for no longer than necessary
- 6) processed in line with the rights of the individual
- 7) kept secure (against loss, destruction or unauthorised use)
- 8) not transferred to countries outside the European Economic area without adequate protection

The Better Business in "Childcare Data Protection Compliance Checklist" is held on file by both the Pre-School Leader and Financial Administrator along with the ICO guidance "Getting it Right - a brief guide to Data Protection for Small Businesses"

Information Security

- Sensitive paper information is stored at Blakeney Pre-school in a locked cupboard.
- Passwords should be shared on a need to know basis only, although at least two people must know how to access all information that is vital to the running of

Blakeney Pre-school. Passwords should be regularly changed, and in the event of staff leaving, to ensure on-going protection and must not be easily guessable.

- Safe downloading procedures should be followed including the use of scanning for viruses and the use of Firewalls
- We encourage general security awareness within our organisation.
- Please also see [Internet](#)

Right of Subject Access

Individuals have a right under The Data Protection Act to request a copy of the information we hold about them on computer or in manual filing systems.

We must respond promptly and at most in 40 days after we receive the request although we are entitled to ask for any information we reasonably require to find the information and check the person's identity.

We can charge a fee of up to £10 for responding to a request.

There are some circumstances when we need not supply personal information and there are also circumstances when we need not give information about other people.

Support

Further information is at the following link:

http://www.ico.gov.uk/for_organisations/data_protection/subject_access_requests.aspx

For more advice see the ICO's **Good Practice Note Checklist for handling requests for personal information (subject access requests)** at

http://www.ico.gov.uk/for_organisations/data_protection/~/_media/documents/library/Data_Protection/Practical_application/checklist_for_handling_requests_for_personal_information.aspx

Supporting legislation

Freedom of Information Act 2000

Data Protection Act 1998