

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

Wigton Moor Playschool keeps data which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.

Wigton Moor Playschool processes data in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Linda West, Chair of the Committee of Wigton Moor Playschool is the controller. The controller shall be responsible for and be able to demonstrate compliance with the GDPR.

The reason we process personal data:-

Children registration forms which contain;

- Contact details of Parents/Carers
- Emergency contact details
- Details of medical, dietary and allergy needs
- Information about cultural background and religion
- Consent forms
- Tapestry online journal consent
- Additional needs information and outside agencies
- Consent to send emails and reminders and emails about emergency closures
- FEEE contracts
- 2 year check forms
- Half term summary/exchange of information form
- Privacy notice

We ensure that a privacy notice is provided at the time personal data is collected,, and that it is written in clear and plain language. We inform Parents/Carers that they are able to request their removal from our mailing list, at any time.

We also inform Parents/Carers that they will be removed from our mailing list when their child leaves Playschool.

We conform to the Privacy Electronic Communications Regulation (PECR).

### **Data Breaches**

We take suitable measures to ensure we maintain confidentiality, protect personal data and inform data providers of what data we hold, how we share that data and the circumstances in which we may be obliged to share personal data without authorisation from the person we provided it.

A personal data breach means a breach of security leading to the destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This means that a breach is more than just losing personal data.

The measures we take to ensure we maintain confidentiality:

- Staff and committee members are trained in data protections and have a working knowledge of WMPS Policies and Procedures;
- We use BCC when sending out emails and newsletters;
- Computers are password protected;
- Hudl's are password protected;
- Children's Personal Files, Employees Personal Files, Committee Business are stored in a locked filing cabinet;
- We have a legitimate reason to hold the information that we do;
- After a child leaves Playschool we will remove the Parents/Carers from our emailing list and dispose of any information appropriately that we are not required by law to keep for a certain period of time;

We will keep the following information for (as required by law);

Registration forms	3 years
Financial	7 years
Accidents	21 years and 3 months or when a child reaches 21 years
Child protection	when a child reaches 24 years

We will use only encrypted memory sticks;

Any personal data held by WMPS will not be passed on to a Third Party for financial benefit;

We will inform the ICO if a breach occurs;

We will co-operate fully with the ICO investigator;

We will inform individuals of a data breach;

The personal data providers are informed that if they believe the information we process on them is incorrect, they are able to request to see this information and even have it corrected or deleted. They are informed that if they wish to raise a complaint on how we have handled their personal data, they can contact our controller Mrs Linda West, Playschool Chair of the Committee.

We have registered with ICO to prove compliance with the GDPR.

Privacy Electronic Communications Regulation (PECR)  
General Data Protection Compliance (GDPR) 25/5/18  
General Guidance: <https://ico.org.uk>