

General Data Protection Policy

GDPR takes effect on May 25, 2018. It covers the management and control of personal information. Regardless of the plans to leave the EU, this will still be a legal requirement for all organisations.

Our Data protection officer will be Rachael Wilkins and Natalie Selwood

All staff will be trained on data protection. Documentation on policies, procedures and training will be a key part of any compliance programme.

Dell Cottage Day Nursery is committed to:

- Dell Cottage Day Nursery is committed to the protection of all personal data for which it holds responsibility
- Making parents aware of their increased rights in relation to the information we hold
- Making sure the personal data we hold is correct and up to date
- Ensure that we keep your personal data secure
- Making parents aware of the personal data Dell Cottage Day Nursery collects and how we use it
- Breaches of personal data will be notified immediately to the individuals concerned and will be reported to the ICO (Information commissions office) within 72 hours
- Dell Cottage Day Nursery will not keep personal data longer than necessary. All personal information/data will be disposed of securely at the appropriate time
- Dell Cottage Day Nursery will be transparent about the intended processing of personal data and communicate these intentions via notification to staff and parents prior to the processing of individual's data
- Images of staff and children may be captured at appropriate times and as part of educational activities in the nursery only unless prior consent from parents has been given. It's also the nursery's policy that external parties (including parents) may not capture images of staff or children without prior consent
- If Dell Cottage has a legal, legislative or legitimate reason for holding and sharing personal data, this will supersede GDPR and therefore consent will not be gained
- An annual review of a summary of data collected will be completed to ensure only relevant information is kept on file