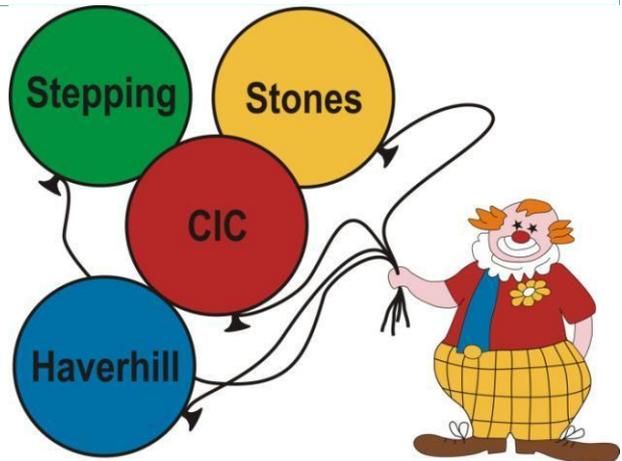


**General Welfare Requirement: Documentation**

Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.



**Safeguarding children**

**53 General Data Protection Regulation Policy**

**Stepping stones has a Information sharing & date Protection policy - please refer to it in addition to this**

**Statement**

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect on May 2018. GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Stepping Stones Childcare & Education CIC is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors and staff personal data. The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

Stepping Stones Childcare & Education CIC is registered with the ICO (Information Commissioners Office) under registration reference: **ZA204908 and has been registered since 12th September 2016.** Certificate is on display.

**EYFS key themes and commitments**

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.1 Child development 1.2 Inclusive Practice	2.2 Parents as partners 2.3 Key person	3.4 The Wider context	

## **GDPR includes 7 rights for individuals**

### **1. The right to be informed**

Stepping Stones Childcare & Education CIC is a registered Childcare provider with Ofsted and as so, is required to collect and manage certain data. We need to know parent's names, addresses, telephone numbers, email addresses, date of birth and National Insurance numbers. We need to know children's' full names, addresses, date of birth and Birth Certificate number. For parents claiming the free nursery entitlement we are requested to provide this data to Suffolk County Council; this information is sent to the Local Authority via a secure electronic file transfer system.

We are required to collect certain details of visitors to our pre-schools. We need to know visits names, telephone numbers, addresses and where appropriate company name. This is in respect of our Health and Safety and Safeguarding Policies. As an employer Stepping Stones Childcare & Education CIC is required to hold data on its employees; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID such as passport and driver's license, bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. This information is sent via a secure file transfer system to UKCRBs for the processing of DBS checks.

### **2. The right of access**

At any point an individual can make a request relating to their data and Stepping Stones Childcare & Education CIC will need to provide a response (within 1 month). Stepping Stones Childcare & Education CIC can refuse a request, if we have a lawful obligation to retain data i.e. from Ofsted in relation to the EYFS, but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

### **3. The right to erasure**

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However Stepping Stones Childcare & Education CIC has a legal duty to keep childrens and parents details for a reasonable time\*, Stepping Stones Childcare & Education CIC retain these records for 3 years after leaving pre-school, children's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. Staff records must be kept for 6 years after the member of leaves employment, before they can be erased. This data is archived securely offsite and shredded after the legal retention period. There is a full Risk Assessment in place for transportation and storage. A copy of this Risk Assessment can be provided upon request.

### **4. The right to restrict processing**

Parents, visitors and staff can object to Stepping Stones Childcare & Education CIC processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.

### **5. The right to data portability**

Stepping Stones Childcare & Education CIC requires data to be transferred from one IT system to another; such as from Stepping Stones Childcare & Education CIC to the Local Authority, to shared settings and to Tapestry' Online Learning Journal. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

## 6. The right to object

Parents, visitors and staff can object to their data being used for certain activities like marketing or research.

## 7. The right not to be subject to automated decision-making including profiling.

Automated decisions and profiling are used for marketing based organisations. Stepping Stones Childcare & Education CIC does not use personal data for such purposes.

### **Storage and use of personal information**

All paper copies of children's and staff records are kept in a locked office in a locked filing cabinet. Members of staff can have access to these files but information taken from the files about individual children is confidential and apart from archiving, these records remain on site at all times. These records are shredded after the retention period.

Information about individual children is used in certain documents, such as, a weekly register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are shredded after the relevant retention period.

Stepping Stones Childcare & Education CIC collects a large amount of personal data every year including; names and addresses of those on the waiting list. These records are shredded if the child does not attend or added to the child's file and stored appropriately.

Information regarding families' involvement with other agencies is stored both electronically on an external hard drive and in paper format, this information is kept in a locked office in a locked filing cabinet. These records are shredded after the relevant retention period.

Upon a child leaving Stepping Stones Childcare & Education CIC and moving on to school or moving settings, data held on the child may be shared with the receiving school. Such information will be sent via the internal Suffolk County Council post service or via a secure file transfer system. For children attending school outside Suffolk

Stepping Stones Childcare & Education CIC stores personal data held visually in photographs or video clips or as sound recordings, unless written consent has been obtained via the Model Release form. No names are stored with images in photo albums, displays, on the website or on Rainbow Pre-school Southampton Limited's social media sites.

Access to all Office computers and Tapestry Online Learning Journal is password protected. When a member of staff leaves the company these passwords are changed in line with this policy and our Safeguarding policy. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a locked filing cabinet.

GDPR means that Stepping Stones Childcare & Education CIC must;

- Manage and process personal data properly
- Protect the individual's rights to privacy
- Provide an individual with access to all personal information held on them

**Retention period for records (as set down by the School Learning Alliance – PSLA)**

<b>Children's records</b>	<b>Retention period</b>	<b>Status</b>	<b>Authority</b>
Children's records - including registers, medication record books and accident record books pertaining to the children	A reasonable period of time after children have left the provision (e.g. until after the next Ofsted inspection)	Requirement	Statutory Framework for the Early Years Foundation Stage (given legal force by Childcare Act 2006)
	Until the child reaches the age of 21 - or until the child reaches the age of 24 for child protection records	Recommendation	Limitation Act 1980 Normal limitation rules (which mean that an individual can claim for negligently caused personal injury up to 3 years after, or deliberately caused personal injury up to 6 years after the event) are postponed until a child reaches 18 years of age
Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date the record was made	Requirement	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (as amended)
<b>Personal records</b>	<b>Retention period</b>	<b>Status</b>	<b>Authority</b>
Personnel files and training records (including disciplinary records and working time records)	6 years after employment ceases	Recommendation	Chartered Institute of Personnel and Development
DBS check	6 months	Recommendation	DBS Code of Practice The following basic information should be retained after the certificate is destroyed: the date of issue; the name of the subject; the type of disclosure; the position for which the disclosure was requested; the unique reference number; and the details of the recruitment decision taken
<b>Pay</b>			
Wage/salary records (including overtime, bonuses and expenses)	6 years	Requirement	Taxes Management Act 1970
Statutory Maternity Pay (SMP) records	3 years after the end of the tax year to which they relate	Requirement	The Statutory Maternity Pay (General) Regulations 1986
Statutory Sick Pay (SSP) records	3 years after the end of the tax year to which they relate	Requirement	The Statutory Sick Pay (General) Regulations 1982
Income tax and National Insurance returns/records	6 years after employment ends	Requirement	The Income Tax (Employments)

			Regulations 1993 (as amended)
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	At least 3 years after the end of the tax year to which they relate	Recommendation	Chartered Institute of Personnel and Development
<b>Health and Safety</b>			
Staff accident records (for organisations with 10 or more employees)	3 years after the date the record was made (there are separate rules for the recording of accidents involving hazardous substances)	Requirement	Social Security (Claims and Payments) Regulations 1979
Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date the record was made	Requirement	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (as amended)
Accident/medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry	Requirement	The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
Assessments under Health and Safety Regulations and records of consultations with safety representatives and committees	Permanently	Recommendation	Chartered Institute of Personnel and Development

<b>Financial records</b>	<b>Retention period</b>	<b>Status</b>	<b>Authority</b>
Accounting records	3 years from the end of the financial year for private companies, 6 years for public limited companies	Requirement	Companies Act 2006
	6 years for charities	Requirement	Charities Act 2011
<b>Administration records</b>	<b>Retention period</b>	<b>Status</b>	<b>Authority</b>
Employers' liability insurance records	As long as possible	Recommendation	Health and Safety Executive
Minutes/minute books	10 years from the date of the meeting for companies	Requirement	Companies Act 2006
	6 years from the date of the meeting for Charitable Incorporated Organisations	Requirement	The Charitable Incorporated Organisations (General) Regulations 2012
	Permanently	Recommendation	Chartered Institute of Personnel and Development

### **Useful publications**

More information on retention of financial records is provided in Financial Management (Ref: A119) Pre-school Learning Alliance, which can be ordered from [www.pre-school.org.uk/shop](http://www.pre-school.org.uk/shop)

### **Legal framework**

- Human Rights Act 1998

### **Legal framework**

- Freedom of Information Act 2000
- Human Rights Act 1998
- Children Act 1989
- Data Protection Act 1998
- The General Data Protection Regulation (2018)

**Please note that all staff should read and be aware of the MASH & LADO posters within the setting.**

This policy was adopted by	Stepping Stones Childcare & Education CIC
on	28.02.2017
Date to be reviewed	September 2020
Signed on behalf of the management	
Name of signatory	ELAINE MCMANUS
Role of signatory	MANAGER
Name of signatory	ANNE JESSOP
Role of signatory	DEPUTY

**Review:**

This policy is reviewed every year or whenever deemed necessary by the manager in the light of events and changes in the law.

This policy was given to staff to read on 18/08/2019 and acknowledged by staff electronically.