

DATA PROTECTION POLICY

Amendment History

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DATA PROTECTION POLICY

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DATA PROTECTION POLICY

1. Aims

Kineton Playgroup Ltd (Playgroup) aims to ensure that all personal data collected about employees, children, parents, Board Members, volunteers, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018).

This policy applies to all personal data, regardless of whether it is in paper or electronic format.

2. Legislation and guidance

This policy meets the requirements of the GDPR and the provisions of the DPA 2018. It is based on guidance published by the Information Commissioner's Office (ICO) on the GDPR and the ICO's code of practice for subject access requests.

In addition, this policy complies with regulation 5 of the Education (Pupil Information) (England) Regulations 2005, which gives parents the right of access to their child's educational record.

3. Definitions

Term	Definition
Personal data	<p>Any information relating to an identified, or identifiable, individual.</p> <p>This may include the individual's:</p> <ul style="list-style-type: none">• Name (including initials)• Identification number• Location data• Online identifier, such as a username <p>It may also include factors specific to the individual's physical, physiological, genetic, mental, economic, cultural or social identity.</p>
Sensitive data	<p>Personal data which is more sensitive and so needs more protection, including information about an individual's:</p> <ul style="list-style-type: none">• Racial or ethnic origin

	<ul style="list-style-type: none"> • Political opinions • Religious or philosophical beliefs • Trade union membership • Genetics • Biometrics (such as fingerprints, retina and iris patterns), where used for identification purposes • Health – physical or mental • Sex life or sexual orientation
Processing	<p>Anything done to personal data, such as collecting, recording, organising, structuring, storing, adapting, altering, retrieving, using, disseminating, erasing or destroying.</p> <p>Processing can be automated or manual.</p>
Data subject	The identified or identifiable individual whose personal data is held or processed.
Data controller	A person or organisation that determines the purposes and the means of processing of personal data.
Data processor	A person or other body, other than an employee of the data controller, who processes personal data on behalf of the data controller.
Personal data breach	A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.

4. The data controller

Playgroup processes personal data relating to parents, children, employees, Board members, volunteers, visitors and others, and therefore is a data controller.

5. Roles and responsibilities

This policy applies to **all employees** employed by Playgroup and to external organisations, volunteers and other individuals working on our behalf. Employees who do not comply with this policy may face disciplinary action.

5.1 Playgroup Board

The Playgroup Board has overall responsibility for ensuring that Playgroup complies with all relevant data protection obligations.

5.2 Data Protection Officer

The data protection officer (DPO) is responsible for providing advice and guidance to Playgroup in order to assist Playgroup to implement this policy, monitor compliance with data protection law, and develop related policies and guidelines where applicable.

The DPO will report to the Playgroup Board their advice and recommendations on Playgroup data protection issues.

The DPO is also the first point of contact for individuals whose data Playgroup processes, and for the ICO.

Our DPO is Carol Hooper, Manager.

5.3 All staff

All members of staff are responsible for:

- Collecting, storing and processing any personal data in accordance with this policy
- Informing Playgroup of any changes to their personal data, such as a change of address
- Contacting the Data Protection Officer in the following circumstances:
 - With any questions about the operation of this policy, data protection law, retaining personal data or keeping personal data secure
 - If they have any concerns that this policy is not being followed
 - If they are unsure whether or not they have a lawful basis to use personal data in a particular way
 - If they need to rely on or capture consent, draft a privacy notice, deal with data protection rights invoked by an individual, or transfer personal data outside the European Economic Area
 - If there has been a data breach
 - Whenever they are engaging in a new activity that may affect the privacy rights of individuals
 - If they need help with any contracts or sharing personal data with third parties

6. Data Protection Principles

The GDPR is based on data protection principles that Playgroup must comply with.

Playgroup has adopted the principles to underpin its Data Protection Policy:

The principles require that all personal data shall be:

- (1) processed lawfully, fairly and in a transparent manner ('lawfulness, fairness and transparency');
- (2) used for specified, explicit and legitimate purposes ('purpose limitation');
- (3) used in a way that is adequate, relevant and limited to what is necessary ('data minimisation');
- (4) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, are erased or rectified without delay ('accuracy');
- (5) kept no longer than is necessary ('storage limitation');
- (6) processed in a manner that ensures it is safe and secure, ensuring that measures against unauthorised or unlawful processing and against accidental loss, destruction or damage are in place ('integrity and confidentiality').

This policy sets out how Playgroup aims to comply with these principles.

7. Collecting personal data

7.1 Lawfulness, fairness and transparency

Playgroup shall only process personal data where it has one of five 'lawful bases' (legal reasons) available to Playgroup to do so under data protection law:

- The data needs to be processed so that the school can **fulfil a contract** with the individual, or the individual has asked Playgroup to take specific steps before entering into a contract
- The data needs to be processed so that Playgroup can **comply with a legal obligation**
- The data needs to be processed to ensure the **vital interests** of the individual e.g. to protect someone's life
- The data needs to be processed so that Playgroup can perform a task **in the public interest**, and carry out its official functions
- The individual (or their parent/carer when appropriate in the case of a child) has freely given clear **consent**

For sensitive data, we will also meet one of the special category conditions for processing which are set out in the GDPR and Data Protection Act 2018.

Whenever we first collect personal data directly from individuals, we will provide them with the relevant information required by data protection law.

7.2 Limitation, minimisation and accuracy

We will only collect personal data for specified, explicit and legitimate reasons. We will explain these reasons to the individuals when we first collect their data.

If we want to use personal data for reasons other than those given when we first obtained it, we will inform the individuals concerned before we do so, and seek consent where necessary.

Staff must only process personal data where it is necessary in order to do their jobs.

When staff no longer need the personal data they hold, they must ensure it is deleted or anonymised.

8. Sharing personal data

We will not normally share personal data with anyone else except as set out in the Playgroup's Privacy Notice. GDPR and the DPA 2018 also allow information to be shared where:

- There is an issue with a child or parent/carer that puts the safety of our staff at risk
- It is necessary to liaise with other agencies – consent will be sought as necessary before doing this
- Suppliers or contractors need data to enable provision of services to staff and children. When this happens, we will:
 - Only appoint suppliers or contractors which can provide sufficient guarantees that they comply with data protection law
 - Establish a data sharing agreement with the supplier or contractor, either in the contract or as a standalone agreement, to ensure the fair and lawful processing of any personal data we share
 - Only share data that the supplier or contractor needs to carry out their service, and information necessary to keep them safe while working with us

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

- The prevention or detection of crime and/or fraud
- The apprehension or prosecution of offenders
- The assessment or collection of tax owed to HMRC
- In connection with legal proceedings
- Where the disclosure is required to satisfy our safeguarding obligations
- Research and statistical purposes, as long as personal data is sufficiently anonymised or consent has been provided

We may also share personal data with emergency services and local authorities to help them to respond to an emergency situation that affects any of our children or staff.

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

9. Subject access requests and other rights of individuals

9.1 Subject access requests

Individuals have a right to make a 'subject access request' to gain access to personal information that Playgroup holds about them. This includes:

- Confirmation that their personal data is being processed
- Access to a copy of the data

- The purposes of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this is not possible, the criteria used to determine this period
- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

Subject access requests may be submitted in writing and can be sent either to the Data Protection Officer or a Board Member. To enable the request to be accurately responded to, the applicant should set out:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

9.2 Children and subject access requests

Personal data about a child belongs to that child, and not the child's parents or carers. For a parent or carer to make a subject access request with respect to their child, the person should have parental responsibility for the child, and the child must either be unable to understand their rights and the implications of a subject access request, or have given their consent.

Children below the age of 13 are generally not regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, subject access requests from those with parental responsibility for children at Playgroup will in general be granted without requiring the express permission of the child.

These are not fixed rules and a child's ability to understand their rights will always be judged on a case-by-case basis.

9.3 Responding to subject access requests

When responding to requests, we:

- May ask the individual to provide two forms of identification
- May contact the individual via phone to confirm the request was made
- Will respond without delay and within one month of receipt of the request
- Will provide the information free of charge
- May tell the individual we will comply within three months of receipt of the request, where a request is complex or numerous, or where it is impractical to comply within one month due to closure. We will inform the individual of this within one month, and explain why the extension is necessary

We will not disclose information if it:

- Might cause serious harm to the physical or mental health of the child or another individual
- Would reveal that the child is at risk of abuse, where the disclosure of that information would not be in the child's best interests
- Is contained in adoption or parental order records
- Is given to a court in proceedings concerning the child

If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee, which takes into account administrative costs.

A request will be deemed to be unfounded or excessive if it is repetitive, or asks for further copies of the same information.

When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

9.4 Other data protection rights of the individual

In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it (see section 7), individuals also have the right to:

- Withdraw their consent to processing at any time, where processing is based on the consent of the child or parent
- Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances)
- Prevent use of their personal data for direct marketing
- Challenge processing which has been justified on the basis of public interest
- Request a copy of agreements under which their personal data is transferred outside of the European Economic Area
- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them)
- Prevent processing that is likely to cause damage or distress
- Be notified of a data breach in certain circumstances
- Make a complaint to the ICO
- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

Individuals should submit any request to exercise these rights to the DPO. If a member of staff receives such a request, they must immediately forward it to the DPO for information purposes.

10. Parental requests to see the educational record

Parents, or those with parental responsibility, have a legal right to free access to their child's educational record (which includes most information about a child) within 15 school days of receipt of a written request.

11. Photographs and videos

As part of our activities, Playgroup may take photographs and record images of individuals within the setting.

Playgroup will obtain written consent from parents/carers for photographs and videos to be taken of their child for communication, marketing and promotional materials. We will clearly explain how the photograph and/or video will be used to both the parent/carer and child.

Uses may include:

- Within Playgroup on notice boards and in newsletters, prospectus, flyers, etc.
- Outside Playgroup by external agencies such as the Playgroup photographer or newspapers
- Online on the Playgroup website or social media pages

Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further.

When using photographs and videos in this way we will not accompany them with any other personal information about the child, to ensure they cannot be identified.

12. Data protection by design and default

Playgroup shall put measures in place to show that it has integrated data protection into all of its data processing activities, including:

- Appointing a suitably qualified DPO, and ensuring they have the necessary resources to fulfil their duties and maintain their expert knowledge
- Only processing personal data that is necessary for each specific purpose of processing, and always in line with the data protection principles set out in relevant data protection law (see section 6)
- Completing privacy impact assessments where Playgroup's processing of personal data presents a high risk to rights and freedoms of individuals, and when introducing new technologies
- Integrating data protection into internal documents including this policy, any related policies and privacy notices
- Training members of staff on data protection law, this policy, any related policies and any other data protection matters, and keeping a record of attendance at such training
- Regularly conducting reviews and audits to test our privacy measures and make sure we are compliant
- Maintaining records of our processing activities, including:
 - For the benefit of data subjects, making available the name and contact details of our DPO and all information we are required to share about how we use and process their personal data (via our privacy notices)
 - For all personal data that we hold, maintaining an internal record of the type of data, data subject, how and why we are using the data, any third-party

recipients, how and why we are storing the data, retention periods and how we are keeping the data secure

13. Data security and storage of records

Playgroup will protect personal data and keep it safe from unauthorised or unlawful access, alteration, processing or disclosure, and against accidental or unlawful loss, destruction or damage.

In particular:

- Paper-based records that contain personal data are kept under lock and key when not in use
- Papers containing confidential personal data must not be left on office desks, around the setting, pinned to noticeboards, or left anywhere else where there is general access
- Encryption software is used to protect all portable devices and removable media on which personal information is stored, such as laptops and USB devices
- Where we need to share personal data with a third party, we carry out due diligence and take reasonable steps to ensure it is stored securely and adequately protected (see section 8)

14. Disposal of records

Personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not need to rectify or update it.

For example, Playgroup will shred paper-based records, and overwrite or delete electronic files. We may also use a third party to safely dispose of records on Playgroup's behalf. If we do so, we will require the third party to provide sufficient guarantees that it complies with data protection law.

15. Personal data breaches

Playgroup shall take all reasonable steps to ensure that there are no personal data breaches.

In the unlikely event of a suspected data breach, we will follow the procedure set out in Appendix 1.

When appropriate, Playgroup shall report the data breach to the ICO within 72 hours. Such breaches in Playgroup context may include, but are not limited to:

- A non-anonymised dataset being published on the Playgroup website which shows details of children eligible for the early years pupil premium
- Safeguarding information being made available to an unauthorised person
- The theft of a Playgroup laptop containing non-encrypted personal data about children

16. Training

All staff and Board members are provided with data protection training as part of their induction process.

Data protection will also form part of continuing professional development, where changes to legislation, guidance or the Playgroup's processes make it necessary.

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Appendix 1: Personal data breach procedures

If a member of staff becomes aware that information has not been handled according to procedures and there is a data breach or potential security incident, they must report it in accordance with this procedure.

When appropriate, Playgroup will report the data breach to the ICO within 72 hours in accordance with the requirements of the GDPR.

1. Data protection breaches occur where personal data is lost, damaged, destroyed, stolen, misused and/or accessed unlawfully.
2. Examples of how a breach may occur include:
 - a. Theft of data or equipment on which data is stored;
 - b. Loss of data or equipment on which data is stored;
 - c. Inappropriate access controls allowing unauthorised use;
 - d. Accidental loss;
 - e. Destruction of personal data;
 - f. Damage to personal data;
 - g. Equipment failure;
 - h. Unlawful disclosure of personal data to a third party;
 - i. Human error;
 - j. Unforeseen circumstances such as fire or flood;
 - k. Hacking attack; or
 - l. 'Blagging' offences where information is obtained by deceiving the organisation which holds it.
3. If any member of staff at Playgroup, or a Board Member, discovers that data has been lost, or believes that there has been a breach of the data protection principles in the way that data is handled, they must immediately or no later than within 24 hours of that first coming to their notice, inform the DPO.
4. Upon being notified, the DPO will assess whether a breach of personal information has occurred, and the level of severity. If a breach has occurred but the risk of harm to any individual is low (for example, because no personal information has left the control of Playgroup, then the DPO will undertake an internal investigation to consider whether any alterations need to be made to internal procedures as a result.
5. The Data Protection Officer must follow the Information Commissioner's Office guidelines on notification and recording of the breach. The priority must then be to close or contain the breach to mitigate / minimise the risks to those individuals affected by it.

All Playgroup staff and Board Members are expected to work in partnership with the DPO in relation to the following matters

Notification of Breaches

Any member of staff or Board Member who becomes aware of a personal information breach should provide full details to the DPO within 24 hours of being made aware of the breach. The DPO will then complete the Data Breach Record Form and Incident Log. When completing the form details should be provided of the reporter's name, the date/time of the breach, the date/time of detecting the breach, basic information about the type of breach and information about the personal data concerned and details of what has already been done to respond to the risks posed by the breach.

Containment and Recovery

The initial response is to investigate and contain the situation and action a recovery plan including, damage limitation. You may need input from specialists such as IT, HR and legal and in some cases contact with external third parties.

- Seek assistance in the containment exercise. This could be isolating or closing a compromised section of the network, recovery of released documents, finding a lost piece of equipment or simply changing any related access codes
- Establish whether there is anything you can do to recover any losses and limit the damage the breach can cause.
- As well as the physical recovery of equipment, this could involve the use of backup records to restore lost or damaged data or ensuring that staff recognise when someone tries to use stolen data to access accounts.
- Consider whether any individual affected by the data breach should be notified

Assessing the Risks

Levels of risk can be very different and vary on an individual breach of data security depending what is lost/damaged/stolen. For example, if a case file is lost then risks are different depending on type of data and its sensitivity with potential adverse consequences for individuals. The DPO should consider the following points:

- What type of data is involved?
- How sensitive is the data?
- If data has been lost or stolen, are there any protections in place such as encryption?
- What has happened to the data?
- If data has been stolen, could it be used for purposes which are harmful to the individuals to whom the data relate? If it has been damaged, this poses a different type and level of risk.
- Regardless of what has happened to the data, what could the data tell a third party about the individual? Sensitive data could mean very little to an opportunistic laptop thief while the loss of apparently trivial snippets of information could help a determined fraudster build up a detailed picture of other people
- How many individuals' personal data has been affected by the breach?

- Who are the individuals whose data has been breached?
- What harm can come to those individuals?
- Are there risks to physical safety or reputation, of financial loss or a combination of these and other aspects of their life?
- Are there wider consequences to consider such as a risk to life?
- Loss of public confidence in Playgroup?

All staff and Board Members should establish whether there is anything they can do to recover any losses and limit the damage the breach can cause.