



## **General Data Protection Regulation Update**

Dear Parents, Carers and Employees

We would like to inform you that since the 25th of May 2018, The General Data Protection Regulation (GDPR) has replaced the Data Protection legislation. GDPR states that personal data should be processed “fairly and lawfully” and that “individuals data is not processed without their knowledge or consent”. Meadow Lane Children’s Nursery is committed to protecting the rights of individuals with regard to Data processing. Meadow Lane Children’s Nursery is registered with the ICO (Information Commissioners Office) and have been registered prior to opening in August 2017.

GDPR includes 7 rights for individuals:

**The right to be informed** - Meadow Lane Children’s Nursery 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. This information is stored on our online system ‘Family’ and in locked filing cabinets onsite.

For parents claiming the free nursery entitlement we are requested to provide this data to Cambridgeshire 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 Nursery. 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 Meadow Lane Children’s Nursery 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 UK CRBs for the processing of DBS checks.

*Please see our Children’s Records, Confidentiality and Client Access to Records and Information sharing Policies and Procedures online or ask for a copy at reception for further details.*

**The right to access** - Parents/Carers and employees may request access to any confidential records we hold on their child and family.

*Please see our Confidentiality and Client access to records policy and procedure online or ask for a copy at reception for further details.*

**The right to erasure** - Parents/Carers and employees have the right to request the deletion of your data where there is no compelling reason for its continued use. However Meadow Lane Children's Nursery has a legal duty to keep children's and parents details for a reasonable time\*, Meadow Lane Children's Nursery keep these records for 3 years after leaving nursery, 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 onsite and shredded after the legal retention period.

**The right to restrict processing** - Parents, visitors and staff can object to Meadow Lane Children's Nursery processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.

**The right to data portability** - Meadow Lane Children's Nursery requires data to be transferred from one IT system to another; such as from Meadow Lane Children's Nursery to the Local Authority, to shared settings and to 'Family', our online management system. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

**The right to object** - Parents, visitors and staff can object to their data being used for certain activities like marketing or research, please see registration consent forms.

**The right not to be subject to automated decision-making including profiling automated decisions and profiling are used for marketing based organisations** - Meadow Lane Children's Nursery does not use personal data for such purposes.

*Please see our Children's Records, Confidentiality and Client Access to Records and Information sharing Policies and Procedures online or ask for a copy at reception or speak to Sophia Covill (Data protection Officer) for further details.*

**I / We understand by registering a child with Meadow Lane Children's Nursery and I/ We agree that I/we have read and adhere to all policies and procedures.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**I / we consent to the use of Meadow Lane Children's Nursery use of online management system 'Family' for:**

(Child/Children's or Employee's Name) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_