



# Waltham Pre-School

## Data Protection

### Policy Statement//Disclaimer

Waltham Pre-School collects and uses personal information about staff, pupils, parents, and other individuals who come into contact with the school. This information is gathered to enable it to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the school complies with its statutory obligations.

Waltham Pre-School has a duty to be registered, as Data Controllers, with the Information Commissioner's Office (ICO) detailing the information held and its use. These details are then available on the ICO's website.

### Purpose

This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the Data Protection Act 2018, and other related legislation. It will apply to information regardless of the way it is collected, used, recorded, stored, and destroyed, and irrespective of whether it is held in paper files or electronically.

All staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities by adhering to these guidelines.

### What is Personal Information?

Personal information or data is defined as data which relates to a living individual who can be identified from that data, or other information held.

### Data Protection Principles

The Data Protection Act 2018 establishes strict rules called "Data Protection Principles."

They must make sure the information is:

- Used fairly, lawfully and transparently.
- Used for specified, explicit purposes.
- Used in a way that is adequate, relevant and limited to only what is necessary.
- Accurate and where necessary, kept up to date.
- Kept for no longer than is necessary.
- Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage.

### General Statement

Waltham Pre-School is committed to maintaining the above principles at all times. Therefore, the school will:

- Inform individuals why the information is being collected when it is collected.
- Inform individuals when their information is shared, and why and with whom it was shared.
- Check the quality and the accuracy of the information it holds.
- Ensure that information is not retained for longer than is necessary.
- Ensure that when obsolete information is destroyed that it is done so appropriately and securely.

- Ensure that clear and robust safeguards are in place to protect personal information from loss, theft, and unauthorised disclosure, irrespective of the format in which it is recorded.
- Share information with others only when it is legally appropriate to do so.
- Ensure our staff are aware of and understand our policies and procedures.

### Complaints

Complaints will be dealt with in accordance with the Pre-School's Complaints Policy.

### Contacts

If you have any enquires in relation to this policy, please contact Mrs Standley

Further advice and information is available from the Information Commissioner's Office, [www.ico.org.uk](http://www.ico.org.uk) or telephone 3031231113 (ICO Helpline)

Name (staff member)

I have read, understood, and agree to abide by the Data Protection Policy

Signed Date