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Document.	<b>014</b>	<b>Data Protection Policy</b>			
Revision	<b>02</b>	Approved By	<b>P Whateley</b>	Approval Date	<b>02/01/14</b>

## Scope

This policy applies to all provision for early years aged children, and also – where appropriate – to before and after school provision and walking bus provided by Duchy Pre-school and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

## Statement of Intent

It is our intention to ensure that information on children, parents and staff, is held and used in ways that comply with the principles of the Data Protection Act 1998. It is also our intention to ensure that the use of information technology complies with good security practice.

## Data Protection

The Duchy Preschool & Playgroup is registered with the Information Commissioner as a Data Controller under the Data Protection Act 1998. Our registration number is Z1564755.

The address of the Information Commissioner's Office is

Information Commissioner's Office  
 PO Box 66  
 Wilmslow  
 Cheshire  
 SK9 5AX

The Data Protection Act 1998 requires organisations holding personal data (whether held electronically or on paper) to comply with eight basic principles. These make sure that personal information is:

- Fairly and lawfully processed.
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than is necessary
- Processed in line with the rights of the data subject.
- Secure
- Not transferred to other countries without adequate protection

## Confidentiality

The terms of the Playgroup Confidentiality Policy apply to data held electronically, as well as in physical form.

Approved by (signature)	
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### **ICT security**

a. Firewall & Antivirus

Internet access in the setting shall be made via a firewall, and appropriate anti-virus software shall be used. Anti-virus software shall use virus definition files that are kept up to date.

d. Backups

As a minimum requirement, weekly backups of important information shall be made. Backups shall be stored off-site.

### **Trustee's home pcs and storage of files (electronic & paper)**

Trustees shall take adequate precautions to safeguard any personal data which may from time to time be communicated to them in the course of their committee responsibilities. Ideally any data retained should be in an anonymous form, and data containing identifiable personal information should be held for the minimum time necessary and then securely destroyed.

### **Users of internet banking**

Internet banking transactions shall require more than a single authorisation .

### **Email and removable media (USB flash memory and optical media)**

The use of email or removable media (optical media, or flash memory such as USB sticks) to transmit identifiable personal data is discouraged. If there is a requirement to transfer such information permission must be sought from a member of the premises committee and a risk assessment performed where appropriate. Ideally data should be encrypted using public key encryption (PGP or GPG)

### **Sharing data with suppliers and officials (e.g. DCC, OFSTED etc)**

With exception of data required by law (such as for CRB/DBS checks), personal data shall only be communicated to suppliers and officials in response to a written request, and following a risk assessment where appropriate. Data for statistical purposes shall be supplied in an anonymous form.

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Responsibility for periodic review	<b>Facilities Sub-committee</b>
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**Document History**

<b>Rev</b>	<b>Changes</b>	<b>Date</b>	<b>Approval</b>
00	Previous changes incorporated for AGM	17/05/10	AGM
01	Revised and reviewed for AGM. Change of Policy Name.	15/11/11	AGM
02	Addition of scope statement. Reference DBS checks.	02/01/14	PNW

*Not controlled document when printed or downloaded!*

Approved by (signature)	
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