



Harvey Bears Nursery and Preschool

General Data Protection Regulation Policy

Date of last review	
Signature of registered provider	

GDPR states that personal data should be processed fairly and lawfully and be collected for specified, explicit and legitimate reasons, and that personal data is not processed without their knowledge and is only processed with their explicit consent.

GDPR includes 7 rights for individuals:

1. The right to be informed

Harvey Bears is a registered Childcare Provider with Ofsted and so is required to collect and manage certain personal data. We need to keep a record of parents' names, email addresses, date of birth and National Insurance Number. We need to know children's full names, addresses, date of birth and birth certificate number. For parents claiming nursery funding we are requested to provide this data to the local authority. This data is sent to the Local Authority via a secure electronic file transfer system.

We are required to collect information about visitors to the building.

As an employer Harvey Bears is required to hold data in its employees, names, date of birth, addresses, email addresses, telephone numbers, National Insurance numbers, information from photographic ID such as driving license or passport. This data is also necessary for the Disclosure and Barring Service checks and proof of eligibility to work in the UK.

2. The right of access

At any point an individual can make a request relating to their data and Harvey Bears will have to make a response (within 30 days). Harvey Bears can refuse a request if there is a legal obligation to retain data, ie for OFSTED in relation to the EYFS. In each case Harvey Bears will inform the individual of the reasons of rejection. The individual will have the right to complain to the ICO if they are not happy with the rejection.

3. The right to erasure

An individual has the right to request the deletion of their data where there is no compelling reason for its continued use. However, Harvey Bears has the right to detain the data for an allotted time. Children's basic details will be kept for 3 years, accident and incident data for 19 years, or until the child is 21 and safeguarding records until the child is 24 years. Staff records will be retained for 6 years after the member of staff has left. Any data is held securely.

4. The right to restrict processing

Any person connected to Harvey Bears has the right to object to Harvey Bears processing their data and using it for promotion of the setting.

5. The right to data portability

Harvey Bears requires data to be transferred from one IT system to another, e.g. from one setting to another and to the local authority. Individuals must be informed of this transfer, unless their knowledge endangers a child.

6. The right to object

Individuals connected to Harvey Bears has the right to object to their data being used in any way, including marketing or research.

7. The right not to be subjected to automated decision making, including profiling

Harvey Bears does not use data for such purposes.

Harvey Bears must: -

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

Policy Review

These policies and procedures are a working document and can be added to and changed as and when necessary.

This policy will be reviewed annually or when an incident occurs or there are new local or national policies and procedures. The review process will be led by the registered provider and the DSL and include all those working in the setting.