Harvey Bears Nursery and Preschool
General Data Protection Regulation Policy

Date of last review	September 2026
Signature of registered provider	*C. Hall* Committee Chair

In the UK, data protection of your personal information is governed by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
The General Data Protection Regulation (GDPR) requires personal data to be processed fairly, lawfully and transparently. Data must be collected for specific, explicit and legitimate purposes and be adequate, relevant and limited to what is necessary. Personal data is processed only with the individual's knowledge and explicit consent.

GDPR includes 7 rights for individuals:

1. The right to be informed
As an Ofsted-registered childcare provider, Harvey Bears must collect and manage certain personal data. We record parents' names, email addresses, dates of birth and National Insurance numbers, alongside children's full names, addresses, dates of birth and birth certificate numbers. For parents claiming nursery funding, we provide this data to the local authority through a secure electronic file transfer system.
We must also collect information about visitors to our premises.
As an employer, Harvey Bears must hold employees' names, dates of birth, addresses, email addresses, telephone numbers, National Insurance numbers and details from photographic identification, such as a driving licence or passport. This information is needed for Disclosure and Barring Service checks and to confirm 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 respond within 30 days. Harvey Bears can refuse a request if there is a legal obligation to retain data, e.g. for OFSTED in relation to the EYFS. In each case Harvey Bears will inform the individual of the reasons for rejection. The individual will have the right to complain to the Information Commissioners Office (ICO) if they are not happy with the rejection.

3. The right to erasure
Individuals may request deletion of their personal data when there is no compelling reason to continue using it. However, Harvey Bears may retain data for a specified period. Children's and staff records are stored securely for the appropriate retention periods, as set out in our Record Keeping policies.

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 needs to transfer data between IT systems, including between settings and to the local authority. Individuals must be told about these transfers unless doing so would endanger 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.