

# DATA PROTECTION POLICY

## The Data Protection Act

The [Data Protection Act](#) controls how your personal information is used by Little Imps.

Everyone responsible for using data has to follow strict rules called 'data protection principles'. Little Imps must make sure the information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure
- not transferred outside the [European Economic Area](#) without adequate protection

There is stronger legal protection for more sensitive information, such as:

- ethnic background
- political opinions
- religious beliefs
- health
- sexual health
- criminal records

## Personal data Little Imps can keep about a Child

- name
- address
- date of birth
- gender
- details of known disability
- ethnicity
- religion
- medical conditions including allergies
- immunisation details
- development records
- emergency contact details including those of people other than immediate family
- parents/carers email and contact address

Parents/carers need to give signed permission for any information regarding their child to be shared with other agencies or settings. This includes termly summary and transition reports to either settings they attend or are going to attend.

Parents/carers also need to give signed permission for their child's photograph to be used in setting and outside of Little Imps. For uses such as the closed Facebook page, Children's profiles and Local Publications.

Little Imps should not keep data any longer than is necessary and they must follow the rules on Data Protection.

Data Protection Officer – Deborah Gelder

### **Make a complaint**

If you think your data has been misused or that Little Imps has not kept it secure, you should contact and inform us.

If you are unhappy with our response or if you need any advice you should contact the Information Commissioner's Office (ICO).

### **ICO helpline**

Telephone: 0303 123 1113

This policy works in conjunction with Equality and Diversity policy, Confidentially policy, Parental Involvement policy, Special Educational Needs policy, the Collection of Children/checking identity of visitors policy, Admissions policy, Staffing and Employment policy, Student Placement policy, Foundation Stage Policy, Adult Resources, Safeguarding policy, Social Networking policy, Volunteer policy.

Policy adopted April 2018