



# SHOOTING STARS

Pre-School Nursery

## Data Protection Policy

Last Review: 21/08/2025

Next Review: 21/08/2026

### 1.0 Policy Statement

Shooting Stars Pre School Nursery protects the privacy and security of children, families and staff. We collect only what we need, use it lawfully, keep it secure, and retain it only for as long as necessary. Where a safeguarding concern arises, the welfare of the child is paramount, and information may be shared without consent if required.

### 2.0 Our Legal Obligations

**UK GDPR & Data Protection Act 2018:** lawful, fair and transparent processing; data minimisation; accuracy; storage limitation; integrity and confidentiality; accountability; data subject rights.

**EYFS Statutory Framework (2025):** maintain required records (e.g., child records, accidents/incidents, complaints) and share information with parents and Ofsted on request; notify Ofsted of defined serious incidents.

**Working Together to Safeguard Children (2023):** information-sharing principles; share without consent where needed to protect a child.

**Common law duty of confidentiality:** disclose only on a lawful basis (consent, vital interests, legal obligation, public task/legitimate interests).

**Health & Safety / RIDDOR / insurers' requirements:** accurate incident records and appropriate retention.

**Equality Act 2010:** non-discriminatory handling of information and reasonable adjustments.

### 3.0 Procedures

#### **3.1 What We Collect and Why**

We hold child and parent/carer details (contacts, attendance, funding), health/medical and care plans, learning/assessment information, accidents/incidents and safeguarding records, staff HR/vetting/payroll, and operational records (e.g., medication, complaints). We use this to provide care and education, meet legal duties

(EYFS/Ofsted/safeguarding/health & safety), communicate with families, and run the nursery safely.

### **3.2 Lawful Bases**

We rely on contract (running your child's place), legal obligation (EYFS/Ofsted/safeguarding/H&S), vital interests (protecting life), legitimate interests (reasonable day-to-day operations), and consent for optional items (e.g., marketing photos — can be withdrawn at any time). Special category data (e.g., health) is processed under the health and substantial public interest conditions, including safeguarding.

### **3.3 Storage and Security**

Paper records are kept in locked cabinets with access limited to authorised staff. Digital records are stored on secure, password-protected systems with role-based access and regular backups. Nursery mobile devices used for outings or contact are passcode-protected and used only for nursery purposes. Staff must not discuss personal information in public places or on personal devices/apps/social media.

Sharing information. We share only when necessary and lawful — for example with parents/carers; the Local Authority (funding/safeguarding); health professionals; Children's Social Care/Police/LADO (safeguarding); Ofsted (on request/notifications); insurers; and contracted service providers (e.g., IT/payroll) under data-processing agreements. Significant disclosures are recorded.

### **3.4 Rights and Requests**

Parents (and, where appropriate, children or staff) can request access to their data. We verify identity and respond within one month (extensions only where permitted).

Requests for correction, erasure, restriction or objection are considered under UK GDPR. Some records (e.g., safeguarding) may be restricted or redacted where law requires.

### **3.5 Retention**

We keep records only as long as necessary to meet legal, regulatory, insurer and safeguarding requirements, following our Records Retention Schedule. When retention ends, data is securely destroyed.

### **3.6 Breaches**

Any suspected loss, unauthorised access or disclosure must be reported immediately to the Nursery Manager. Incidents are investigated and, where risk to individuals is likely, reported to the ICO within 72 hours and to affected individuals without undue delay.

### **3.7 Training**

Confidentiality and data protection are covered at induction and refreshed regularly. Breaches of this policy may lead to disciplinary action.

#### 4.0 Who is Responsible

**Nursery Manager:** overall compliance; systems/security; retention schedule; handling rights requests and breaches; managing processor contracts.

**DSL:** oversees safeguarding records and lawful information-sharing where a child may be at risk.

**Staff:** follow this policy; use only authorised systems; keep information secure and confidential; report concerns/breaches immediately.