



Little Explorers Pre-school

Reference No EY492319

Child Protection

The Data Protection Act

Policy Statement

Little Explorers preschool data protection policy refers to our commitment to treat the information provided by or collected from or about, employees, customers, stakeholders and other interested parties with the utmost care and confidentiality.

Little Explorers Pre-school is a Data Controller for the purposes of the GDPR. We will follow the guidelines and legislation as set by the Information Commissioners Office (ICO) on being transparent and providing accessible information to individuals about how we use their personal data: - all data collected will be processed fairly and lawfully. This policy refers to all parties (employees, job candidates, customers, suppliers etc) who provide any type or amount of data to us.

As part of our operations, we need to obtain and process information, this information includes any offline or online data that makes a person identifiable such as names, addresses, digital footprints, photographs, and financial data.

Our data will be processed in accordance with the General Data Protection Regulations (GDPR) which came into force on 28th May 2018, and which supersedes the Data Protection Act 1998 and its amendments, and which will remain in force until that date; -

The General Data Protection Regulation

The General Data Protection Regulation controls how your personal information is used by organisations, businesses, or the government. You have a right to know what information is held about you. Asking for this data is known as making a subject access request. Under the GDPR we the company, must let you know what information is held about you, whether it is held on

computers or on paper. We at Little Explorers Pre-school are allowed to withhold certain information from you, i.e.

- If it could identify someone else who does not want to be identified
- If you are being investigated for a crime

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

- Collected and used fairly and for lawful purposes only.

Processed by the company using one of the six lawful bases defined under the GDPR which are:

- Legal Obligations
- Contractual Necessity
- Consent
- Legitimate Interest
- Vital Interests
- Public task
- And are used for limited, specifically stated purposes
- Accurate and kept up to date
- Stored for the minimum, legal required amount of time or as started by our data retention policy,
- Handled securely, according to people's data protection rights under the GDPR
- Kept safe and secure, protected against any unauthorized or illegal access by internal or external parties.

The information will not be will not be distributed to any other party other than the ones agreed upon by the data owner or under lawful basis as shown in our data privacy notices (with the exception of circumstances where the law allows or where a lawful reason permits (for example in urgent matter where the vital interests of a person requires it.)

In addition to ways of handling the data the company has direct obligations towards people to whom the data belongs. Specifically, we must.

- Let people know which of their data is collected
- Inform people about how we process their data
- Inform people about who has access to their information

- Have provisions in place in cases of lost, corrupted, or compromised data.
- Allow people to request that we modify, erase, reduce or correct data contained in our data bases.

With this policy, we ensure that we gather store and handle data fairly, transparently and with respect towards individual rights.

Little Explorers Pre-school regularly trains staff on cyber awareness and in understanding what common attempts to hack computers looks like, such as phishing. We use Government Cyber Awareness training to make sure our staff are aware of the dangers of cyberspace and hackers. We update our software automatically as each new update comes out from the manufacturer or developer. We do not allow our staff to download unauthorised Software onto the computers to prevent attacks from hackers. We do not allow unauthorised hardware to be attached to our computers for the same reason. We regularly access the ICO website to inform ourselves of the latest updates on data breaches and awareness. We back our systems up using a separate back up which is stored in a safe place off site.

For our manual filling systems, our files are under a lock and key, in a locked cupboard, with restricted access. There are spare keys which the hall manager holds, for security reasons and as a backup in case of loss.

This policy was adopted at a meeting of	Little Explorers Pre-School
Held on	April 2022
Date to be reviewed	April 2023
Signed on behalf of the Director	
Name of signatory	Helen Moorefield
Role of signatory (Director)	Director