



General Data Protection Regulation (UK GDPR).

Aim of the Policy

The aim of this policy is to ensure that Clare House Nursery collects, uses, stores, shares and disposes of personal information lawfully, fairly, securely and transparently in accordance with the **UK General Data Protection Regulation (UK GDPR)**, the **Data Protection Act 2018** and all other relevant legislation.

We are committed to protecting the privacy and confidentiality of the children, families, staff, volunteers, students, visitors and professionals who engage with our nursery. We recognise that safeguarding personal information is an essential part of providing high-quality childcare and maintaining the trust and confidence of our nursery community.

This policy aims to:

- Ensure that all personal data is processed lawfully, fairly and transparently.
- Protect the rights and privacy of children, families, staff, visitors and all individuals whose information we hold.
- Ensure personal information is accurate, kept up to date and retained only for as long as necessary.
- Promote secure handling, storage and disposal of confidential information, whether in paper or electronic format.
- Ensure all staff understand their responsibilities regarding confidentiality, information sharing and data protection.
- Support compliance with statutory requirements set by the **Information Commissioner's Office (ICO)**, **UK GDPR**, the **Data Protection Act 2018**, the **Early Years Foundation Stage (EYFS)** and other relevant legislation.
- Promote a culture of confidentiality, professionalism and accountability throughout Clare House Nursery.
- Ensure that personal information is only shared where there is a lawful basis to do so, including where necessary to safeguard children or comply with legal obligations.

By following this policy, Clare House Nursery demonstrates its commitment to protecting personal information while ensuring that data is used appropriately to support the safety, wellbeing and education of every child in our care.

What is GDPR?

GDPR stands for the **UK General Data Protection Regulation**. It is the law that sets out how organisations collect, use, store, share and protect personal information.

At Clare House Nursery, we hold personal information about children, families, staff, volunteers, students and visitors. GDPR helps ensure that this information is handled responsibly, kept secure and only used for legitimate purposes.

Everyone has the right to know:

- What personal information is being collected about them.
- Why their information is being collected and how it will be used.
- Who their information may be shared with.
- How long it will be kept.
- How it is protected.
- How they can access or request changes to their personal information.

Clare House Nursery is committed to complying with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**, ensuring that all personal information is processed lawfully, fairly, transparently and securely. We will only collect the information we need, keep it safe, and use it appropriately to support the care, education, safeguarding and wellbeing of the children and families we serve.

GDPR Responsibilities and Data Breach Procedures

Staff Responsibilities

Every member of staff has a legal and professional responsibility to protect personal information and ensure that the requirements of the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018** are followed at all times.

At Clare House Nursery, all staff are expected to:

- Maintain confidentiality at all times.
- Only access personal information that they need to carry out their role.
- Never access records out of curiosity or for personal reasons.
- Ensure confidential conversations cannot be overheard by unauthorised individuals.
- Store paper records securely in locked cabinets when not in use.
- Ensure electronic records are password protected and accessed only on authorised devices.
- Lock computers and tablets when left unattended.
- Use strong passwords and never share passwords with others.
- Never leave confidential documents unattended in public areas.
- Dispose of confidential paperwork using confidential waste or shredding facilities.
- Follow the nursery's Clear Desk Policy where appropriate.
- Ensure visitors cannot view confidential information.
- Use the nursery's GDPR-compliant visitor sign-in and sign-out system.
- Only share personal information where there is a lawful basis to do so, including safeguarding responsibilities.
- Ensure emails containing confidential information are sent securely and only to the correct recipient.
- Double-check email addresses before sending personal information.
- Report any concerns about data protection immediately.
- Attend GDPR and confidentiality training as required.

Staff must never:

- Share confidential information with friends, family or unauthorised persons.
- Photograph children using personal devices.
- Remove confidential records from the nursery without authorisation.
- Discuss children, families or colleagues in public places or on social media.
- Leave paperwork containing personal information where others can access it.

- Use another person's login details or passwords.

Data Protection Principles

All staff must ensure that personal data is:

- Processed lawfully, fairly and transparently.
- Collected only for specified, legitimate purposes.
- Adequate, relevant and limited to what is necessary.
- Accurate and kept up to date.
- Stored securely.
- Retained only for as long as necessary.
- Protected against accidental loss, damage, theft or unauthorised access.

What is a Personal Data Breach?

A personal data breach is any accidental or unlawful incident that results in personal information being:

- Lost.
- Stolen.
- Destroyed.
- Altered.
- Shared with the wrong person.
- Accessed without permission.
- Left where unauthorised people can see it.

Examples include:

- Sending an email containing confidential information to the wrong person.
- Losing a child's file.
- Misplacing accident records.
- Leaving confidential paperwork in a public area.
- A lost USB stick or laptop containing personal information.
- Discussing confidential information where others can overhear.
- Sharing photographs without permission.
- A cyber attack or unauthorised access to electronic records.

Reporting a GDPR Breach

If a member of staff believes that a personal data breach has occurred, they **must report it immediately** to the Nursery Manager or the person responsible for data protection.

Staff should never attempt to hide or resolve a breach themselves.

The following steps must be taken immediately:

1. Inform the Nursery Manager without delay.
2. Take immediate action to minimise any further risk where possible (for example, recalling an email, retrieving paperwork or securing electronic systems).

3. Record exactly:
 - What happened.
 - When it happened.
 - Whose information may have been affected.
 - What actions have already been taken.
4. Cooperate fully with any investigation.
5. Maintain confidentiality throughout the investigation.

Investigating a Data Breach

The Nursery Manager will:

- Investigate the breach promptly.
- Assess the level of risk to the individuals affected.
- Take action to prevent any further loss of information.
- Record the breach within the nursery's Data Breach Register.
- Review procedures and implement improvements where necessary.

Where required under UK GDPR, the Nursery Manager (or Data Protection Lead) will:

- Notify the **Information Commissioner's Office (ICO) within 72 hours** of becoming aware of a reportable personal data breach.
- Inform affected individuals without undue delay if the breach is likely to result in a high risk to their rights and freedoms.
- Seek professional advice where necessary.
- **Learning from Incidents**

Following any breach, Clare House Nursery will:

- Review existing procedures.
- Identify any learning opportunities.
- Provide additional staff training where required.
- Update policies and risk assessments if necessary.
- Share learning with the staff team to help prevent future incidents.

Our Commitment

Protecting personal information is everyone's responsibility.

By following GDPR principles, maintaining confidentiality and reporting concerns immediately, we help safeguard the privacy, dignity and trust of our children, families, colleagues and visitors.

Any deliberate misuse of personal information or failure to follow this policy may be treated as a disciplinary matter and, where appropriate, may be reported to the Information Commissioner's Office (ICO) or other relevant authorities.



