



BROOK HOUSE NURSERY

General Data Protection Regulation (GDPR) POLICY

This policy applies to services provided by Brook House Nursery.

When we say 'personal data' we mean identifiable information about you, your child/children, employees and third parties the organisation has a relationship with or may to contact e.g. name, email, address, telephone number, bank account details, payment information, support queries, community comments and so on. This policy describes how this personal data must be collected, handled and stored to meet GDPR standards and to comply with the law. The full details of GDPR can be found at <http://gdpr-info.eu/> We collect data to meet stator framework and Ofsted regulations.

How we collect your data

- We collect your data via emails, application forms, contract, updates, consent forms etc.

What data we collect

- Parents personal details
- Children's personal details
- Third parties' personal details
- Employees personal details
- Certificates/qualifications
- Copies of I.D
- Contact details
- Bank details
- Medical details
- Consent forms
- Photos/Videos
- Safeguarding/DBS

Security

- Security is a priority for us when it comes to your personal data. We're committed to protecting your personal data and have appropriate technical and organisational measures in place to make sure that happens. These rules describe how and where data should be safely stored. When data is stored on paper it is kept in a secure place where unauthorised people cannot see it (locked office, with access only to management). These guidelines also apply to data that is stored electronically and has been printed. All our electronic devices have been protected with GDPR compatible firewalls and passwords.

Retention

- The length of time we keep your personal data depends on what it is and whether we have an ongoing business need to retain it. Please find details of the length data is kept after communications with the nursery are finished. After the following period these details will be deleted;
 - 6 months - Application form, Bank details, certificates, I.D, supervisions,
 - 7 years – Contracts, Registers, Accounts, Government funding information, references, Start date.
 - 24 years – Medical records, Accident/incident reports, consent forms, safeguarding/DBS.

Sharing data

- We will never share your data without consent and reason. We do however have to share information due to safeguarding, 2 year old checks, transfer summaries and if we need to involve any other agencies e.g. speech and language therapist.

Policy review date	Name and signature