Data Protection Policy

From 25th May 2018, the General Data Protection Regulation (GDPR) came in to force. The GDPR strengthens the rights that individuals have regarding personal data which relates to them, as well as giving them greater control over personal information, such as where and how it is stored and the right of access. This policy sets out how we manage date which we hold about staff, children and parents using The Rocking Horse Day Nursery.

Our Principles

We will always keep information safe and secure.

We treat any data that we hold about, staff and parents confidential.

We will always be open and clear with how we use it.

We will never share your information with anyone outside the nursery unless you give us permission or there is a legal requirement placed up in us to disclose is.

How we comply with GDPR

The Rocking Horse Children's Nursery, company number 03460987, complies with the new data protection regulations to make sure that you, have total confidence in the way we manage any personal information; also, that you are able to access your information when required.

The data we hold

Please refer to the Privacy Notice Policy

How we use your details

Please refer to the Privacy Notice Policy

How we store you details

Children's records are stored in a locked filing cabinet

Children's profiles are stored in a locked cupboard

Funding forms are kept in a locked filing cabinet

Staff information is kept in a locked cabinet

Disposal of details

Funding forms to be given to parents when child leaves nursery.

Legally the nursery has to keep children's records for several years. These are stored in a locked cabinet for the duration, then shredded at the appropriate date.

Names, telephone numbers and email address kept on the computer are removed once a child has left.

Photographs and observations on memory sticks are removed once printed.

Memory sticks are stored in a locked cabinet.

The Rocking Horse Children's Nursery has a mobile phone policy. This states that all phones must be turned off before entering nursery. Staff do not carry their phones with them. Photographs are not to be taken on personal phones in nursery.

Photographs of children are only taken with nursery cameras. The memory cards are checked by a senior member of staff regularly, ensuring photographs are not being stored unnecessarily

You have the right to access any information we hold on you or your child.

Signed: Julia Davies
Date: May 2018