

## **Beetley and District Preschool**

Registered Charity: 1181636

## **Data Protection**

### **Statement of Intent**

Beetley & District Preschool collects and processes personal information about employees, volunteers, trustees, children and their families, visitors, and other relevant members of the public. This information is used to recruit and pay staff, organise activities, meet statutory and funding obligations, and provide high-quality early years care and education.

We are committed to complying with the UK GDPR, the Data Protection Act 2018, and relevant Early Years statutory requirements, including EYFS 2021. All personal data will be collected, stored, and processed fairly, lawfully, and transparently.

### **Data Protection Principles**

Beetley & District Preschool follows the principles set out in UK GDPR. Personal data will be processed lawfully, fairly, and transparently. It will only be collected for specified, lawful purposes, and will not be used in a way that is incompatible with these purposes. We will only collect the data we need, and we will ensure that it is accurate and up to date.

Personal data will be retained only for as long as necessary, and it will be protected from unauthorised access, loss, or damage. The preschool is accountable for ensuring these principles are followed and can demonstrate compliance at all times.

### **Notification of Data Held**

Everyone whose personal data we hold has the right to know what information we collect, why we collect it, and how we process it. They also have the right to access their information, request corrections if it is inaccurate, and raise concerns about how their data is handled.

### **Data Controller**

Beetley & District Preschool is the Data Controller under UK GDPR. Day-to-day responsibilities for handling personal data are delegated to the Designated Data Controllers, currently Hollie Durrant, Preschool Manager, and the Preschool Committee. They ensure that data is processed in accordance with legal and preschool requirements.

## **Personal Information We Collect**

We collect information to ensure that children are safe, their welfare is supported, and our staff and operations comply with legal and funding requirements. The personal data we collect may include names, addresses, telephone numbers, email addresses, emergency contact details, dates of birth, medical information, National Insurance and DBS numbers, learning observations and reports, photographs or videos, and family medical history where relevant.

This information is processed to comply with EYFS 2021 requirements, deliver funded services, employ and manage staff, and safeguard children. Staff and volunteers must ensure all information is kept secure, accurate, and only used for legitimate purposes.

## **How We Process and Store Data**

All personal data, whether paper-based or digital, must be kept secure. Paper records should be stored in locked cabinets, and digital records should be password-protected. Staff must not share personal information with anyone who is not authorised to see it. Confidential conversations or meetings must be conducted privately, and any notes or recordings should be stored securely and disposed of safely once they are no longer required.

Sensitive information, such as details about ethnicity, religious beliefs, health, or criminal records, will only be processed with the individual's explicit consent unless required by law or necessary to protect vital interests, such as safeguarding a child.

Please see our Retention of Records policy for specific data storage timescales.

## **Retention and Disposal**

Personal data will only be kept as long as necessary to meet statutory, regulatory, or operational requirements. Records are stored securely in locked cabinets or on secure digital systems. Sensitive or personal data will be shredded or permanently deleted once retention periods have expired, except where longer retention is required for safeguarding or legal purposes.

## **Staff Responsibilities**

All staff must ensure that their personal data and any information they provide to the preschool is accurate and up to date. Staff must follow this policy and associated procedures, report any breaches or loss of data to the Designated Data Controller, and respect confidentiality at all times.

## **Duty to Disclose**

In some circumstances, the preschool has a legal duty to disclose information. This includes concerns about child protection, which must be reported to social services, and certain criminal activity, such as money laundering or terrorism, which must be reported to the police.

## **Individual Rights**

Under UK GDPR, individuals have the right to access their personal data, request corrections, ask for erasure or restrictions on processing in certain circumstances, object to processing, and receive a copy of their data in a portable format. If individuals have concerns about how their personal data is being handled, they can raise these concerns with the preschool or the **Information Commissioner's Office (ICO)**.

## **Raising Concerns**

If someone believes their data is not being handled correctly, they should first speak to the Preschool Manager, who will aim to resolve the issue within 14 working days. If the concern is not resolved, it should be put in writing to the Designated Data Controller at Beetley & District Preschool, The Mobile, St Mary's School, Beetley, Elmham Road, Beetley NR20 4BW. A response will be provided within 14 working days. If the concern is still not resolved, individuals may contact the ICO through their [complaint form](#).

## **Policy Review**

This policy will be reviewed at least annually or following any changes to legislation, statutory guidance, or preschool operations.

- **Policy reviewed on:** 2<sup>nd</sup> December 2025
- **Next review due:** 2<sup>nd</sup> December 2026
- **Reviewed by:** Hollie Durrant and Julie East

Date:	Review Date:
Signed:	Signed:
Print Name: (Chairperson)	Print Name: (Manager)