

# Pioneer Childcare

## Data Protection Policy

This policy lays out Pioneer Childcare Limited's procedures to ensure compliance to the requirements of the Data Protection Act (1998) as relevant to the company's business interests.

### Overview

The Data Protection Act (1998) addresses certain requirements for all organisations that collect and process personal data as part of their on-going business operations. Personal data is defined by any information relating to an "identifiable living individual" and will therefore apply to Pioneer Childcare Limited's clients (children attending Pioneer Club as well as any other childcare service, and their parents/carers) and employees (including administration staff, activity leaders, etc.). The Data Protection Act (1998) applies to any data recorded in a filing system which allows personal data to be easily accessed; and applies to any records kept in both hard copy (paper) format as well as digital (computer) files.

### Principles of Data Protection

Pioneer Childcare is committed to the enforcement of the following code of good practice in relation to the data it keeps on clients and employees. In summary, data will:

- Be fairly and legally processed.
- Be relevant to the needs of Pioneer Childcare Limited.
- Not be unnecessarily excessive in detail.
- Be accurately maintained.
- Not be kept longer than necessary or required by law.
- Only be used in accordance with the individual subjects' rights.
- Be securely stored.

### Consent

Pioneer Childcare Limited will require written consent from each individual child's parents/guardian/carer, in order for personal data to be collected and processed. In this respect, it will be taken that consent is implied through the following:

- Clients – by the parent/carer who registers with the Pioneer Childcare booking system and appropriate consent forms as a 'contract for childcare' for their child/children.
- Employees – by completing the job application form at onset of employment, and where the employee has not registered an objection to their data being used.

### Access to Data

All individual parents/guardians/carers and employees have the right of access to manual and computerised records concerning their personal data.

### Data Storage and Maintenance

Personal data and records will be maintained under appropriate conditions of security to prevent any unauthorised or accidental disclosure. Records can be hard copy (paper) format and digital (computer) files.

Particular attention is paid to the following aspects of the record storage:

Hard copy file:

- Identification of storage.

- Identification of those employees authorised to have access.

Computer file:

- Password-protection for access to computers holding sensitive data files.
- People authorised to have knowledge of these passwords.
- Back up, control and management of what are essentially copies of personal data.

When personal data is being processed, staff will take reasonable precautions to prevent sighting of data by unauthorised persons, as follows:

- Hard copy files are locked away when are not in use.
- When practical, computer screens should be tilted towards the user.
- VDUs are not left on when not in use.

This policy was adopted by:	Pioneer Childcare Ltd	Date:	25 <sup>th</sup> January 2023
To be reviewed:	24 <sup>th</sup> January 2024	Signed:	<i>J. Wilkins</i>

Written in accordance with the EYFS welfare requirements: *Safeguarding and promoting children's welfare and Documentation.*