**GDPR and Data Protection Policy**

**1. Policy Statement**

At *Just for Kidz*, we are committed to protecting the privacy and security of personal data. We understand the importance of handling data responsibly and in line with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

We are registered with the **Information Commissioner’s Office (ICO)** as a data controller, demonstrating our commitment to data protection compliance.

This policy sets out how we collect, use, store, share, and protect personal data relating to children, parents, staff, and other individuals connected with our nursery.

**2. Legal Framework**

This policy complies with:

* UK General Data Protection Regulation (UK GDPR)
* Data Protection Act 2018
* Freedom of Information Act 2000
* Human Rights Act 1998
* Children Act 1989 / 2004
* Working Together to Safeguard Children
* Early Years Foundation Stage (EYFS) statutory framework

**3. Key Principles**

We follow the six key principles of the UK GDPR. Personal data must be:

1. **Processed lawfully, fairly, and transparently**
2. **Collected for specified, explicit, and legitimate purposes**
3. **Adequate, relevant, and limited to what is necessary**
4. **Accurate and kept up to date**
5. **Kept only for as long as necessary**
6. **Processed securely**

**4. What Data We Collect**

We collect and process both personal and special category (sensitive) data. This includes:

**Children and families:**

* Full name, address, date of birth, gender
* Parent/carer contact details
* Emergency contact information
* Health and medical needs
* Allergies and dietary requirements
* Developmental records and observations
* Photographs (with consent)
* Safeguarding or SEN records (where relevant)

**Staff:**

* Contact details and next of kin
* DBS checks and references
* Training records
* Employment history and contracts
* Payroll and tax information

**5. Lawful Basis for Processing**

We process personal data under one or more of the following lawful bases:

* **Consent** (e.g. use of photos for display or online learning journals)
* **Legal obligation** (e.g. safeguarding, Ofsted requirements)
* **Contract** (e.g. staff employment)
* **Vital interests** (e.g. medical emergencies)
* **Public task** (e.g. EYFS assessments and funding requirements)
* **Legitimate interests** (e.g. day-to-day operation of the nursery)

**6. Consent**

* Consent is sought for non-essential uses of data, such as photography or marketing.
* Parents and staff have the right to withdraw consent at any time.
* Consent is requested in clear, accessible language and recorded securely.

**7. Data Storage and Security**

We ensure personal data is:

* Stored securely in locked cabinets or encrypted digital systems
* Accessed only by authorised staff on a need-to-know basis
* Protected from loss, theft, or unauthorised access
* Regularly reviewed and updated

Digital systems are password protected, with restricted access based on user roles.

**8. Sharing and Disclosure**

We do not share personal data with third parties unless:

* We have consent
* We are legally required to do so
* It is necessary for safeguarding, health, or welfare purposes
* It is necessary to provide education or care (e.g. local authority, health visitor, SEND services)

Any data shared externally is done securely and with strict controls.

**9. Data Retention**

We retain personal data only for as long as necessary. This includes:

* Children’s records: usually kept for 3 years after the child leaves (or until the child is 21 if related to safeguarding)
* Accident or incident reports: retained for statutory periods
* Staff records: retained for 6 years after employment ends

We follow guidance from the **Information and Records Management Society (IRMS)** for early years settings.

**10. Rights of Individuals**

Under the UK GDPR, individuals have the following rights:

* To be informed about how their data is used
* To access their personal data
* To have inaccurate data corrected
* To request deletion of data (where appropriate)
* To restrict or object to data processing
* To data portability (in specific circumstances)

Parents and staff can make requests by contacting the Nursery Manager or Data Protection Lead.

**11. Breach Reporting**

We take data breaches seriously. If a data breach is suspected:

* It is reported immediately to the Nursery Manager / Data Protection Lead
* Serious breaches are reported to the **Information Commissioner’s Office (ICO)** within 72 hours, where required
* Affected individuals are informed if there is a high risk to their rights or freedoms

**12. Staff Responsibilities and Training**

* All staff receive data protection training as part of their induction and ongoing professional development.
* Staff must follow this policy and the Acceptable Use Policy (AUP) at all times.
* Staff are responsible for reporting concerns about data security or potential breaches.

**13. Monitoring and Review**

This policy will be reviewed annually or in response to changes in legislation, guidance, or nursery practices. The Nursery Manager is responsible for ensuring compliance and conducting regular audits of data handling.

**14. Contact Information**

For any data protection queries, contact:

**Data Protection Lead / Nursery Manager**

You may also contact the **Information Commissioner’s Office (ICO)** at:
<https://ico.org.uk> | 0303 123 1113

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