

## 19. Royston Playgroup Data protection Policy

### Introduction

Royston Playgroup are fully committed to compliance with the requirements of the Data Protection Act 2018 (the “Act”) and associated EU Directives, and as such will follow procedures that aim to ensure that all employees, committee members and other outside agencies who have access to any personal data held by or on behalf of Royston Playgroup, are fully aware of and abide by their duties and responsibilities under the Act.

To operate efficiently, Royston Playgroup needs to collect and use personal information about people with whom it works and provides services to. These may include members of the public, employees (current, past and prospective), parents, committee members or others outside agencies. This personal information must be processed properly, regardless of how it is collected, recorded and used, and whether it be on paper, in computer records or recorded by any other means.

Royston Playgroup regards the lawful and correct treatment of personal data as important to its successful operations and to maintaining confidence between Royston Playgroup and those with whom it carries out business. Royston Playgroup therefore ensures personal data is treated lawfully and correctly, recorded accurately, kept up to date, stored securely and used for the intended purpose. Whilst the Act does not guarantee personal privacy it aims to strike a balance between the rights of the individual and requirements of the organisation.

To this end, Royston Playgroup endorses and adheres to the Principles of Data Protection as set out in the Act.

### Handling of Personal data:

- Royston Playgroup will, through the appropriate management and the use of strict criteria and controls;
- observe fully conditions regarding the fair collection and use of personal data;
- only obtain and process personal data by lawful and fair means;
- use non identifiable information wherever possible and limit the collection of personal data necessary to accomplish a legitimate business purpose;
- collect and process appropriate personal data and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- ensure the quality of personal data used;
- take appropriate technical and organisational security measures to safeguard personal data;
- ensure that the rights of people about whom the personal data is held can be fully exercised under the Act.

In addition, Royston Playgroup will ensure that:

- there is someone with specific responsibility for data protection in the organisation who acts as the Data Protection Officer;
- everyone managing and handling personal data understands that they are contractually responsible for following good data protection practice and failure to do so may lead to disciplinary investigation.
- everyone managing and handling personal data is appropriately trained to do so;

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- everyone managing and handling personal data is appropriately supervised;
- anybody receiving and acting on enquiries about personal data knows what to do;
- queries about handling personal data are promptly and courteously dealt with;
- methods of handling personal data are clearly described;
- methods of accessing and handling personal data are regularly assessed and evaluated;

### **The Data Protection Principles**

The Act stipulates that anyone processing personal data must comply with the eight principles of good practice.

These principles are legally enforceable.

Specifically, the Principles require that personal data:

- shall be processed fairly and lawfully and in particular, shall not be processed unless specific conditions are met;
- shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes;
- shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
- shall be accurate and, where necessary, kept up to date;
- shall not be kept for longer than is necessary for that purpose or those purposes;
- shall be processed in accordance with the rights of data subjects under the Act;
- and that appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data The Act provides conditions for the processing of any personal data.

Personal data is defined as data relating to a living individual who can be identified from the data and other information which is in the possession of, or is likely to come into the possession of Royston Playgroup.

Examples of such information are:

- Personnel records
- Children's details/Records
- Parents emailing lists
- job applications/Contracts

This list is not exhaustive of the type of information referred to.

In reality, the information required to be protected is any information where an individual's personal data can be identified.

### **The Rights of Individuals**

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Everyone has a right to know what personal data about them is being held and processed and to whom such personal data may be disclosed. An individual has the following rights (right to subject access) under the Act:

- a right of access to a copy of the information comprised in their personal data;
- a right to object to processing that is likely to cause or is causing damage or distress;
- a right to prevent processing for direct marketing;
- a right to object to decisions being taken by automated means;

An individual is entitled only to their own personal data and not to information relating to others. Royston Playgroup does not usually have to comply with a disclosure request to provide information relating to the individual making the request and another individual unless the other individual has consented to disclosure.

Due to current retention laws Royston playgroup has a retention policy where we have to get personal data/information for a certain length of time. (please see retention policy).

### **Roles and Responsibilities**

Employees are responsible for:

- ensuring that any personal data provided in relation with their employment is accurate and up to date;
- notifying Royston Playgroup in writing if this data changes to ensure personal data provided is accurate and up to date for example, change of address, name etc;
- ensuring they are familiar with and follow this policy and the eight data protection principles;
- ensuring that if they have access to any other individual's personal data, that they do not provide that information to others.

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### **All Managers**

In addition to the above, all managers are responsible for ensuring:

- that any direct reports are aware of their obligations under the Act, this policy and of any local security protocols/requirements for the holding and processing of personal data (including any other users of Royston Playgroup's information systems that they are responsible for);
- any personal data they hold for day to day operational management purposes (for example, notes that may be needed) is kept to a minimum, processed for a specific purpose and held confidentially in accordance with the eight data protection principles;
- paper files and other records or documents containing personal/sensitive data are kept in a secure environment;
- personal data held on computers and computer systems is protected using secure passwords, which where possible have forced changes periodically;

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- individual passwords are not easily compromised;
- that all employees identified as having access to personal data receive the required awareness training of the requirements of data protection and sign to say they understand their responsibilities. Any employee not willing to carry out awareness training and provide evidence of training, will not be given access to systems containing personal data and therefore in some cases not be capable of performing their role.

### **Parents:**

All parents are responsible for:

- Ensuring that any personal data is accurate and updated
- Notifying Royston playgroup if this data changes to ensure personal data provide is accurate and up-to-date for example change of address, name etc.
- Ensure they are familiar with, and follow/abide by the policies of Royston Playgroup
- Ensuring if they have access to any other personal data, they do not provide this information to others.

### **Disclosure requirements from and to external organisations**

- Disclosure requests are requests made from third parties to Royston Playgroup for information about employees containing personal data, relating to information held on any individual.
- Personal data relating to an employee will not be disclosed to a third party without the consent of the employee, unless the disclosure is permitted by law under statute or is necessary for the prevention or detection of crime (examples are the Police, Local Authority Safeguarding, Social Services etc. this list is not exhaustive).
- Where a request by a third party for disclosure is made, which requires the consent of the employee to be given, then the employee must be informed as soon as is practicable and their consent obtained, unless Royston Playgroup is prevented by law from doing so or if obtaining consent would prejudice a criminal or tax investigation. Where a disclosure request is received, the identity and the authority of the person/organisation making it will be verified before any disclosure is made.
- Where a request by a third party for disclosure is made for personal data held on any individual other than an employee the information will not be provided unless the disclosure is permitted by law under statute or is necessary for the prevention or detection of crime. (examples are the Police, Local Authority Safeguarding, Social Services etc. this list is not exhaustive).

### **Use of Employee Photographs**

Royston Playgroup reserve the right to use photographs taken in the course of employment for any promotion of the company except where an individual expressly requests for them not to be used.

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### Photographing of members of Vulnerable Groups including Children

The use of technological devices for taking of photographs and videos, also mobile phones is expressly forbidden without the formal authorisation and evidence of authorisation as set out in the procedures for taking photographs.

**This procedure is reviewed every year or updated as and when necessary, the next review is May 2023.**

**Training on this procedure is required for the following Staff:**

- All staff

Updates of procedure:

Issue Number:	Description of Revision	Date	Action By
1	None – First Issue	May 2019	Train designated staff & incorporate into Policy
2	Checked & updated	May 2020	Train designated staff & incorporate into Policy
3	Checked & updated re COVID-19 changes	Oct 2021	Train designated staff & incorporate into Policy
4	Checked & updated	May 2022	Train designated staff & incorporate into Policy

PLAYLEADER SIGNATURE.....

DATED.....

COMMITTEE SIGNATURE.....

DATED.....

Data Protection Act 2018

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