**Little Raindrops**

**Data Protection and Processing Policy**

With reference to the General Data Protection Regulation (GDPR) 2018, the Limitations Act 1980, the EYFS and Ofsted requirements.

Principles of GDPR:

1. The setting must have a lawful reason for collecting personal data and must do it in a fair and transparent way.
2. The setting must only use the data for the reason it is initially obtained.
3. The Setting must not collect any more data than is necessary.
4. The data must be accurate and there must be mechanisms in place to keep it up to date.
5. The setting cannot keep it any longer than needed.
6. The setting must protect the personal data.

Little Raindrops collects and holds information on you and your child in order to support their development, to monitor their progress, to provide appropriate pastoral care and assess how well the setting as a whole is doing. This information includes contact details, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the setting without your consent unless the law or our rules allow us to do so. If you want to see a copy of the information we hold and share about you please contact Katrina Dray the setting Administrator.

We hold hard copies of children’s records securely in the office. We take the latest advice on how long information needs to be kept, ensuring all personal data is shredded before being disposed of. We do not keep any records electronically.

We are required by law to pass on some of your information to the Local Authority to apply for early years funding, this is sent securely and covered by their privacy and data processing policies

Katrina Dray is responsible for ensuring compliance.

We must notify the Information Commissioners Office (ICO) within 72 hours of becoming aware of any data breach.

Adopted on Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of committee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position held\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_