



Chieveley Pre-School: Data Protection Policy

Reviewed and updated in line with UK GDPR and the Data Protection Act 2018.

1. Introduction

Chieveley Pre-School collects and uses personal information about staff, children, parents and other individuals who come into contact with the setting. This policy sets out how we comply with data protection law to safeguard that information.

2. Purpose

The purpose of this policy is to ensure that Chieveley Pre-School processes personal data in line with the principles set out in UK GDPR.

3. Legal Basis for Processing Data

- Consent – the individual has given clear permission.
- Contract – processing is necessary for a contract.
- Legal obligation – required by law.
- Vital interests – necessary to protect life.
- Public task – necessary for official functions.
- Legitimate interests – applicable to employer needs (excluding public authorities).

4. Data We Collect

We collect personal and special category data including: names, contact information, health data, attendance, safeguarding records, funding details, and SEN support needs.

5. Data Storage and Security

Data is stored securely in locked cabinets or on encrypted password-protected digital systems. Access is restricted to authorised personnel only.

6. Data Sharing

Data is only shared with external agencies (e.g. local authorities, health professionals, Ofsted) where there is a legal basis to do so, and only the minimum data required is shared.

7. Data Retention

We follow the IRMS toolkit and local authority retention guidelines to ensure data is kept only as long as necessary. Data no longer required is securely destroyed.

8. Rights of Individuals

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure (in specific circumstances)
- Right to restrict processing
- Right to data portability
- Right to object
- Rights in relation to automated decision-making and profiling

9. Data Breaches

All suspected breaches will be investigated and reported to the ICO within 72 hours if deemed notifiable. Staff must report incidents immediately to the Pre-School Manager.

10. Data Protection Officer

Data Protection Officer: Martin Long - Segmnts, martinlong@segmnts.co.uk 07542681487

11. Review and Approval

This policy will be reviewed annually or following significant changes in legislation or after any incident that highlights a need for policy revision. The Pre-School Manager and committee will approve all changes.

This notice was reviewed and adopted by the Chieveley Pre-School committee.

Signed Preschool Manager:



Date: 04/09/2025



Signed Preschool Chair:

Date: 13.08.25