



Lavenham Pre-School  
Lavenham Village Hall  
Church Street  
Lavenham  
Sudbury  
Suffolk CO10 9QT  
01787 249738

[lavenhampreschool@gmail.com](mailto:lavenhampreschool@gmail.com)  
[www.lavenhampreschool.co.uk](http://www.lavenhampreschool.co.uk)

## GDPR Policy

The Committee and staff at Lavenham Pre-School will fully comply with the requirements and principles of GDPR 2018. Lavenham Pre-school also subscribes to the I.C.O. (Information Commissioners Office).

The Pre-School needs to collect and use certain types of information about people with whom it deals in order to operate. These include current, past and prospective employees, committee members, children, parents and other with whom it communicates. In addition, it may occasionally be required by law to collect and use certain types of information to comply with the requirements of government departments for education. This personal information must be dealt with properly however it is collected recorded and used – whether on paper, in a computer, or recorded on other material – and there are safeguards to ensure this in line with GDPR. We ensure that our organisation treats personal information lawfully and correctly.

### Data Protection Principles

GDPR sets out six main principles.

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

All staff and committee members are aware of the importance of strict confidentiality with regard to any personal data held by Lavenham Pre-School. The Data Protection lead is Laura Kossick

### Data Storage/Security

Lavenham Pre-School undertakes to ensure security of personal data. It take appropriate technical and organisational security measures to safeguard personal information.

- Manual data will be stored in a secure place only accessible to those with a legitimate reason to view/use that data.
- Electronic data will be protected by password.
- The computer, camera and paper data are stored in filing cabinets locked within the a secure room.

- The children’s development folders are accessed at Pre-school on a weekly basis by the Key Persons.
- Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice.
- Everyone managing and handling personal information is appropriately aware of procedures and responsibilities.

**Data Update**

- Personal Data records will be collected and updated at the start of the Pre-school year in September.
- Reminders will be issued to staff/parents/others from time to time to ensure that any data held is up-to-date and accurate.

**Length of Time Data is Held**


Data held about individuals will not be kept for longer than necessary for the purposes registered, in accordance with GDPR guidelines

**Disposal of Information**

All personal details, when no longer required, will be shredded.

**Data Disclosure without Consent In Cases of Child Protection**

The law requires the disclosure of information, without consent, to relevant Social Services personnel and L.A.D.O Officers. If a request for information relating to child protection is received by telephone, steps will be taken to ensure that such information is disclosed to identifiable personnel and only if the individual is authorised to receive that information.

This policy was adopted by	Lavenham Preschool	<i>(name of provider)</i>
On	<u>19.01.2021</u>	<i>(date)</i>
Date to be reviewed	<u>January 2022</u>	<i>(date)</i>
Signed on behalf of the provider		

Name of signatory	<u>Roy Mawford</u>
Role of signatory (e.g. chair, director or owner)	<u>Chair of Trustees</u>