



## **GDPR, Confidentiality and Record Keeping Policy**

**This policy was adopted at a meeting of:**

**East Craigs Playgroup**

**Academic year 2022/23**

**Signed: Caroline Wilkinson**

**Designation: Manager**

## 1. Statement of Purpose

We are required to gather particular personal data and information in order to comply with legislation relating to early learning and childcare (ELC) in Scotland. We will gather and process all personal data and relevant consents; verbal or written, following GDPR guidance. Data will be treated confidentially and will uphold the rights of all individuals involved in the service – children, parents, staff, students and volunteers, as per the terms of the [Data Protection Act 2018](#).

We are required to hold information about the children and families using the service, as well as staff working within the setting, ensuring compliance with legislation. Processes will be in place to ensure the safe and secure storage of all data belonging to our service users. We cannot, however, withhold confidential information regarding the welfare of the child – this information will be disclosed to specified personnel and agencies if required. Parents will be made aware of this on enrolment, as well as through the parents' handbook/welcome pack.

The term 'parents' will be used to include all main caregivers.

## 2. Privacy Policy

### 2.1

The [Data Protection Act 2018](#) controls how your personal information is used by organisations, businesses or the government. The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation, known as GDPR.

GDPR Rules were drafted and passed by the European Union, these rules converted into UK law on 1 January 2021 and now the [UK GDPR](#) mirrors the EU version.

Everyone responsible for using personal data should follow rules called data protection principles.

The principles lie at the heart of the UK GDPR. They are set out right at the start of the legislation and inform everything that follows. They don't give hard and fast rules, but rather embody the spirit of the general data protection regime - and as such there are very limited exceptions.

Compliance with the spirit of these key principles is therefore a fundamental building block for good data protection practice. It is also key to your compliance with the detailed provisions of the UK GDPR.

They must ensure that the information processed is:

- Used fairly, lawfully, and transparently
- Used for specified, explicit purposes
- Used in a way that is adequate, relevant and limited to only what is necessary
- Accurate and kept up to date

- Kept for no longer than is necessary
- Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage.

Settings may also need to be registered with the [Information Commissioner's Office](https://ico.org.uk/for-organisations/sme-web-hub/checklists/data-protection-self-assessment/). There is an online self-assessment toolkit which will assist with this process on their website. <https://ico.org.uk/for-organisations/sme-web-hub/checklists/data-protection-self-assessment/>. However as we are a non profit organisation we are not obliged to register with the ICO.

Our designated Data Protection Officer for the organisation is Caroline Wilkinson and can be contacted at [playgroupeastcraigs@gmail.com](mailto:playgroupeastcraigs@gmail.com). They are responsible for ensuring systems are in place to process and handle all data appropriately, updating policies, undertaking an annual audit of data, monitoring staff regarding data handling, processing, and training.

## 2.2

The personal data that we collect from you (or your child) **may** include:

- Name
- Gender
- Date of birth
- Home address
- Email address
- Home and mobile telephone numbers
- Information and observations to support your child's learning.

*Please note* – this is not an exhaustive list, so make sure you include details of ANY data you collect pertaining to parents/carers, children, staff or volunteers.

We **may** collect information in the following ways:

- Online
- In person
- Over the phone
- By email

## 2.3

We process your personal information to meet our legal, statutory, and contractual obligations and to provide you with our services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than already specified in this notice.

We take your privacy very seriously and will never disclose or share your data without your consent, unless required to do so by law. We only retain your data for as long as is necessary and for the purposes specified in this notice. Where you have consented to us providing you with promotional offers or marketing, you are free to withdraw consent at any time.

The purposes and reasons we have for processing your personal data are:

- To support a contract or a service requested by you (i.e. the provision of early learning and childcare)
- As part of our legal obligation for accounting and tax purposes.

## 2.4

You have the right to access any personal information that we hold and process about you. You also have the right to request information about:

- The personal data we hold about you
- The purposes for which we process your data
- The categories of data concerned
- The recipients (if any) to whom the personal data has/will be disclosed
- If applicable, where we gathered any supplementary information.

We intend to store your personal data for the duration of our contract/service with you and will operate within existing legal requirements.

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will endeavour to make the corrections as a matter of urgency. If there is a valid reason for not doing this, we will contact you and update you about this situation. You also have the right to request the deletion of your personal data or to restrict processing in accordance with General Data Protection Regulation, as well as to object to any direct marketing from us and to be informed about any automated decision-making that we use which relates to required communications in relation to the service we provide to you. If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data is protected and kept secure.

## 2.5

We do not share or disclosure any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. The processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, which we have agreement of. They have agreed to adhere to the data protection laws and work within the requirements of required confidentiality and security measures. Regulatory requirements from governing bodies supersede the requirements of the regulation; where a request is made by a non-regulatory organisation, your consent will be requested. We are required to share information without consent if:

- There is evidence that a child is suffering or at risk of suffering significant harm.
- There is reasonable cause to suspect that a child may be suffering or at risk of suffering significant harm.
- It will prevent a crime being committed or provide information where a crime may have been committed.
- Refusing to share the information will have a negative outcome.

## 2.6

You are not obligated to provide your personal information where it does not relate directly to our service to you, however, if this information is required for us to provide

you with our services it may have a direct impact upon the level of service, we can provide you with.

## 2.7

We only ever retain personal information for as long as is necessary, for the duration of our contract/service with you. Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent. Regulatory requirements from governing bodies supersede the requirements of the regulation.

## 2.8

If you have agreed that we can use your information for marketing purposes, you have the right to change your mind at any time by letting us know.

## 2.9

We will always hold your information securely. To prevent unauthorised disclosure or access to your information, we have implemented strong physical and electronic security safeguards.

## 2.10

Our website may contain links to other websites. Please note that we have no control of websites outside our domain. If you provide information to a website to which we link, we are not responsible for its protection and privacy. We would advise you to read any such site's data protection and privacy policies fully to ensure your own security.

## 2.11

We only process your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however, you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

Information Commissioner's Office Scotland

[The UK GDPR | ICO](#)

Change of address to:  
Queen Elizabeth House  
Sibbald Walk  
Edinburgh  
EH8 8FT  
Telephone: 0303 123 1115  
Email: [scotland@ico.org.uk](mailto:scotland@ico.org.uk)

### **3. Additional information to support confidentiality**

#### **3.1 Children's Records**

To ensure the smooth running of the setting we keep a variety of records including health and safety records, financial records, employment records of staff, students and volunteers and development plans.

*Personal Records* will record information including registration and consent forms, contact information, correspondence from other agencies regarding the child and/or family, health issues and any other, relevant, confidential information. These records will be stored securely in a lockable cabinet. Parents will have access only to their own child's file.

*Developmental Records* may include samples of the children's work, photographs, observations of the child's progress in the setting and any other relevant information pertaining to the child's progress. These records are usually kept within the playroom and can be accessed and contributed to by children, staff and parents. Parents will only have access to their own child's records.

All information regarding children and their families will be accurate and up to date and shared only with the appropriate personnel. Each child's personal records concerning information relating to medical matters, child protection matters, additional support needs will be retained for a ten year period and safely disposed of by shredding, pulping or burning. In collecting, holding and processing personal data the setting complies with current Data Protection rules and guidance. This also complies with GDPR as highlighted under 'Information you hold'. We will document what personal data we hold, where it came from and who we share it with.

#### **3.2 Staff Records**

All issues regarding the employment and management of staff are confidential to the people directly involved i.e. the staff member and those involved in making the decisions. Staff will have their own personal record containing relevant information and they will have access only to their own personal record. Records will be kept securely by the person specified by the employer as having access to the personnel files. In committee managed settings these names will need to be reviewed regularly, at least annually, and any changes recorded as appropriate. Records will be disposed of by burning, shredding or pulping and will be kept no longer than necessary.

*Please note* - this may be changed on advice from your local authority, if appropriate. Records should be reviewed regularly, and information no longer required should be deleted.

Any personal information regarding a member of staff will not be passed to another person without their prior knowledge and consent. Information regarding an individual's performance will be confidential as will any disciplinary or grievance matters in which they are directly involved.

### 3.3 Data Breaches

You should make sure that you have the right procedures in place to detect, report and investigate a personal data breach. Any breach of the procedures will be investigated and will result in disciplinary action being taken if involving a staff member. In a committee managed service any breach of the procedures will result in a complaint being raised against them **and appropriate action taken**. Any data breach must be reported to the ICO within **72 hours**.

We will use advice from the ICO to determine whether there has been a [data breach](#)

### Monitoring of this Policy

It will be the responsibility of Caroline Wilkinson, Playgroup manager, to ensure that all staff, including new or temporary staff, are familiar with this policy and to monitor that it is being implemented. Parents should be made aware of this policy through the parents' handbook and the enrolment procedure.

The policy will be reviewed annually to ensure all records are relevant and up to date.

### See also:

Additional Support Needs Policy  
Administration of Medication Policy  
Child Protection Policy  
Complaints Policy  
Use of ICT Policy  
Safe Recruitment Policy  
Staff Development  
Whistleblowing Policy  
Anti-bullying and Harassment Policy  
Retention of Documents

Your practice and policy must adhere to the [Health and Social Care Standards](#).

[Confidentiality-information-sharing-and-the-Children-and-Young-People-Bill-briefing.pdf \(togetherscotland.org.uk\)](#)