



Privacy policy

General Data Protection (GDPR)

GDPR replaces the previous data protection directives and comes into effect from 25th MAY 2018

GDPR States that personal data should be processed fairly and lawfully and collected for specified explicit and legitimate purposes and that individual's data is not processed without their knowledge and are only processed with explicit consent. Once upon a time nursery is committed to protecting the rights and freedoms of individuals with respect of the processing of children's, parents, visitors and staff personal data.

Once upon a time is registered with the Information commissioner's office (ICO)
<https://ico.org.uk/concerns/>

The right to be informed

Once upon a time is registered with the Care inspectorate wales (CIW) and Estyn Education, we are required to collect and manage certain data in line with CIW regulations, we need to know parents' names, addresses, telephone numbers, NI, email addresses, children's name and date of birth, emergency family names and telephone numbers, doctors and inoculation information, medical/ allergy history, religion, ethnicity.

We are required to collect information on visitors attending the nursery, name, company and time of arrival and departure. This is in respect of health and safety and safeguarding policies.

As an employer once upon a time nursery is required to hold information on its employee's names addresses, email, telephone numbers, emergency contacts, date of birth, national insurance numbers, qualifications, photographic ID such as passport, drivers license and birth certificate, bank details and also required disclosure and barring service and proof of eligibility to work in the UK. The process of DBS checks is via a secure file transfer system.



The right to access at any point an individual can make a request relating to their data and Once upon a time will need to make a response within one month. Once upon a time can refuse the request, if we have a lawful obligation to retain data i.e. from Estyn in relation to the education funding, but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

<https://ico.org.uk/concerns/>

The right to erasure

You have the right to request the deletion of personal data where there is no compelling reason for its continued use. However once upon a time has a legal duty to keep children's and parents, visitors and staffs details for a reasonable time (please see table below for data timelines)

The right to restrict processing

Parents visitors and staff can object to once upon a time processing their data. This means that records can be stored but not used in any other way, for reports or for communications.

The right to data portability

Once upon a time requires data to be transferred from one IT system to another, such as from once upon a time to Early years and education in Rhondda Cynon Taf for education funding or staff wage details sent to HMRC, these recipients use secure transfer systems and have their own policies and procedures in place in relation to GDPR.

The right to object

Parents visitors and staff can object to their data being used for certain activities like marketing or research.

The right not to be subject to automated decision making including profiling

Automated decision and profiling are used for marketing-based organizations once upon a time does not use personal data for such purposes.



Storage and use of personal information

All paper copies of children's and staff records are kept in a locked filing cabinet in Once upon a time nursery. Members of staff can access these files but information taken from files about individual children is confidential and archiving these records remain on site at all times. All records are shredded after the retention periods (please find in the table at the end the policy)

Information about individual children is used in certain documents, such as, weekly register, medication forms, waiting lists, referrals to other agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are shredded after the relevant retention period.

Once upon a time nursery stores personal data held visually in photographs or video clips or sound recordings, unless written consent has not been obtained via the contract. No names are stored with photographs on the webpage or social media sites. Please see extended photograph policy.

Information regarding families' involvement with other agencies is stored both electronically and in paper format. This information is kept in a locked cabinet and office. These records are shredded or deleted after relevant retention periods.

Upon a child leaving Once upon a time and moving on to school or moving setting, data held on the children maybe shared with the receiving school. Such as information on baseline assessments this will be passed via secure file transfer or by post, all development files and progress charts collated at nursery will be passed to parents, any other data will be shredded in line with retention periods.

Staff wage details are held at the owner's home in a locked filing cabinet and details of payroll are shared with HMRC and Evans and Murdoch accounting who have their own GDPR systems in place. All paper data will be shredded after the relevant retention period all spreadsheets deleted.

Access to office computers is password protected and kept in a locked office, all tablets, lap tops are locked away at the end of each day.



Data breach reporting

Loss of availability of personal data recital 87 and GDPR makes clear that when a security incident takes place Once upon a time nursery should quickly establish whether a personal data breach has occurred and if so promptly take steps to address it, including telling the ICO if required.

A personal data breach can be broadly defined as a security incident that has affected the confidentiality, integrity or availability of personal data. In short there will be a personal data breach whenever personal data is lost, destroyed, corrupted or disclosed; if someone access the data or passes it on without proper authorization; or if the data is made unavailable for example when it has been encrypted by ransomware, or accidentally lost or destroyed.

Personal data breaches include;

Access by unauthorized third party;

Deliberate or accidental action (or inaction) by a controller or processor

Sending personal data to an incorrect recipient

Computing devices containing personal data being lost or stolen

Alteration of personal data without permission and

Table of documents held at Once upon a time nursery

Document	Data recorded	Lawful/ legal basis for recording data	Data sharing	Data storage	Data retention	Date destruction
Accident / incidents and injury recording	Childs name, staff names and parent signature	Legal obligation/ requirement of ESTYN inspector	On request with other agencies, CIW, ESTYN,	Accident book / locked filing cabinet	Until child is 21 years 3 months to comply with	Documentations are shredded after the required time



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		and CIW regulations	Local Authority, emergency services		limitations act 1980	
Accounts / HMRC	Invoices/ attendance list and purchase receipts	Legal obligation required by HMRC	On request by HMRC	All documentation in locked cabinet	At least 5years after the 31 st January submission deadline of the relevant tax year	Documentation shredded or deleted after the required length of time
Attendance register	Children's name date of attendance arrival and departure	Legal obligation requirements of the Early Years Education RCT and CIW regulations	On request with other agencies, ESTYN inspectors, CIW, Early Years Education RCT.	Diary and excel spread sheet	Until child is 21 years and 3 months	Documentation deleted or shredded where applicable
Child record of emergency contact card	Information of child and emergency contact details from parents including family and friends	Legal obligation requirement of the CIW.	The document may be shared with CIW, ESTYN inspectors	Stored in locked office	Until child has left the setting	Documents shredded
Complaints records	Child / family details/ provider details	Legal obligations requirement of the CIW and ESTYN inspector	The document may be shared with other agencies including CIW	Stored in complaints folder	Three years	Documents shredded the required length of time
Concerns about a child	Sensitive information	Legal obligation	The document	Stored in locked cabinet	Until a child is 21	Documentation to be shredded



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	on children or families, parents name and child's name	requirement of CIW and ESTYN inspectors	may be shared with other agencies including MASH, children's services		yrs and 3 months	after the required length of time
Child contracts	Contract details between parents and provider, sensitive information of child's families including parent and provider signatures	Insurance requirements and legal obligation-requirements of CIW and ESTYN inspectors	The document may be shared with other agencies including CIW and HMRC and Early years Education RCT.	Stored in locked cabinet and excel work sheet (early years education)	For at least 5years after the 31 st of January submission for relevant tax year	Documents will be shredded and deleted after required time
Illness record	Child illness information	Legitimate interest is required to support the child's health and safety	Document may be shared with other agencies including CIW or local health authorities	Sored in locked cabinet	Until child is 21 years and 3 months	Documents will be shredded after the required length of time
Learning and development information	All About Me Assessments, photos, Progress Tracking observations and baseline assessments, Wellcom, termly reports	Legal obligation as required by CIW and ESTYN inspectors legitimate interest to allow provider to track development effectively,	May be shared with CIW and ESTYN inspectors and chosen school	Stored in nursery rooms	Until a child leaves or starts a new setting	Photos, files and reports will be given to parents and any copies will be shredded or deleted



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		photo consent may be withdrawn at any time				
Local authority funding form	Children's name, personal number and dob, language and ethnicity	Contractual obligation as required by the LEA for funding requirements	Early years education, ESTYN inspectors and the welsh government	Excel encrypted spreadsheet	Three years as requested by local authority	Documents will be deleted
Local safeguarding record forms	May have child or family personal information	Legal obligation by CIW children's services and mash	Documents may be shared with CIW, ESTYN inspectors and other agencies	Password protected online data / paper copies filed confidentially in locked cabinet	Until child is 21 years and 3 months	Documents will be shredded or deleted
Medication administration record	Name, medication administered, parents and staff signatures	Legal obligation required by CIW regulations	Documents may be shared with other agencies including CIW ESTYN inspectors	Stored in playroom	Until child is 21yrs and 3 months	Documents will be shredded after the required length of time.
Permissions form	Childs name and parent signature	Legal obligation under ESTYN and CIW	Documents may be shared with other agencies including CIW and ESTYN	Filed in locked cabinet	5 years	Documents will be shredded
Visitor log	Date of visit, visitor name, times of arrival/ departure	Lawful basis to safeguard and protect children, fire procedures.	Documents may be shared with CIW	Stored in entrance	5years	Documents will be shredded



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Staff files	Name, address, email address, phone number, identification, qualifications, DBS details, emergency contact details, supervision and appraisal	Lawful basis	Documents shared with CIW, ESTYN inspectors	Stored in locked filing cabinet		
Staff wages and pension data	Name, address, p46, p11. NI, Pension option forms, telephone, email	Lawful basis	Files shared with HMRC, Evans and Murdoch accountants and other agencies on request Local council	Stored in password protected laptop and locked filing cabinet,		

If you would like to discuss anything in this policy please contact:

Donna Rix or Andrea Morgan ouatnursery@hotmail.co.uk <https://ico.org.uk/concerns/>

Signed on behalf of Once upon a time nursery / Date / Signed on Parent guardian / Date
