

## 10.6 Data Protection Policy

### Policy statement

This setting complies with the General Data Protection Regulation (2018) and is committed to clear and transparent procedures in support of this.

The setting is registered for the holding of data with the Information Commissioner's Office.

In its schedule of data handling FPPP sets out the lawful reasons for collection of all data and collects data in a fair and transparent way. It provides the reason for the collecting of each type of data and only uses it for the purposes stated. It only collects such data as is necessary for the stated purposes.

In its handling of data, FPPP ensures the accuracy and currency of all data held. It states the duration for which various types of data need to be held and will not keep data longer than stated.

### Procedures

All analogue (i.e. hard copy) data is kept by FPPP in locked cabinets or in a locked bespoke office, or both, when not in use. It keeps all electronically held data securely on computers and other devices which are password or similarly protected. Removable data is stored in locked cabinets when not in use and cloud storage is in recognised locations and encrypted.

The chair of the FPPP setting, Adrian Reed, is accountable for the handling of data, for the updating of this policy, for the procedures in place to support the policy, and for the training of staff in compliance with the policy and procedures.

It is the policy of FPPP to tell people for what purpose data is collected, for how long it will be held and with whom it will be shared. Data will not, under any circumstances, be shared outside of the United Kingdom of Great Britain and Northern Ireland.

FPPP will obtain consent from every individual for whom identifiable data is to be held and the right to withdraw consent will be explained. FPPP will explain the right to complain to the office of the Information Commissioner. All of this will be in clear English and in writing.

Our administrator, Marlene Follows, will provide for any individual, on request, a list of all data held, and provide sight of data, and provide copies on request. Changes will be made promptly where any inaccuracy is demonstrated.

This policy was adopted at a meeting of

Filton Park Preschool Playgroup (name of provider)

Held on	<hr/>	<i>(date)</i>
Date to be reviewed	Nov/Dec 2020	<i>(date)</i>
Signed on behalf of the provider	<hr/>	
Name of signatory	Adrian Reed	
Role of signatory (e.g. chair, director or owner)	Chair	