



Information Sharing/Data Protection Policy

At Pavilion Preschool (Aigburth) CIO, we need to keep certain information about our employees, trustees, volunteers, members, existing and former children and their parents/guardians to satisfy our obligations to Ofsted and other regulatory bodies to enable us to monitor performance and achievements.

To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, Pavilion Preschool must comply with the data protection principles set out in the General Data Protection Regulation (2018).

This responsibility is not restricted to sensitive data but applies to all data, including name and address lists.

The General Data Protection Regulation (GDPR) establishes very high standards for the handling of personal information, thereby protecting individual rights to privacy. The act regulates how personal data is collected, handled, stored and used and applies equally to personal data held both electronically and on paper.

Pavilion Preschool has notified the Information Commissioner's Office that it holds personal data about individuals and consequently is registered under the GDPR. All persons dealing with personal data must therefore follow the principles of good information handling.

In summary these state that personal data must be:

- obtained and processed fairly and lawfully;

- obtained for a specified and lawful purpose and not processed in any manner incompatible with that purpose; adequate, relevant and not excessive for that purpose;
- accurate and kept up to date;
- not be kept for longer than is necessary;
- processed in accordance with the data subject's rights;
- kept safe from unauthorised access, accidental loss or destruction;
- not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

All Pavilion Preschool, staff and volunteers who process or use any personal data must ensure that they follow these principles at all times. Access to information will only be to the extent required by the task being undertaken and will also be restricted to those persons recognised by preschool management as requiring such access to information in the course of their duties and responsibilities. In the event of any breach of information security, no matter how minor, it must immediately be reported to Data Protection Officers to enable appropriate investigation and, if necessary, a review of the adequacy of existing information security measures.

In order to ensure that this happens, Pavilion Preschool has adopted this Data Protection policy. Any member of staff, trustee or volunteer, who considers that this policy has not been followed in respect of personal data about him/herself, should raise the matter with the Designated Data Protection Officer initially. If the matter is not resolved it should be raised as a formal grievance.

Notification of data held and processed:

All employees, trustees, volunteers, members, existing and former children and their parents/guardians and other members of the public have the right to:

- know what information Pavilion Preschool holds and processes about them and why;
- know how to gain access to it;
- know how to keep it up to date;

- know what Pavilion Preschool is doing to comply with its obligations under the GDPR.

The Data Controller and the Designated Data Protection Officers:

Pavilion Preschool (Aigburth) CIO, a registered charity, is the Data Controller under the GDPR, and the organisation is therefore ultimately responsible for implementation. However, two Designated Data Protection Officers will deal with day to day matters. Pavilion Preschool's Designated Protection Officers are: the Office Manager, Preschool Manager and Clubs and Charity Manager.

Committee information held:

Personal data is defined as any details relating to a living, identifiable individual. Within Pavilion Preschool this applies to employees, trustees, volunteers, members, existing and former children and their parents/guardians and other members of the public such as job applicants and visitors. We need to ensure that information relating to all these people is treated correctly and with the appropriate degree of confidentiality.

Pavilion Preschool holds personal data in respect of its employees, trustees, volunteers, members, existing and former children and their parents/guardians and other members of the public. The information held may include an individual's name, postal, e-mail and other addresses, telephone and fax numbers, subscription details, organisational roles and membership status.

Personal data is kept in order to enable Pavilion Preschool to understand the history and activities of individuals or organisations within the voluntary and community sector. This is collected upon application for enrolment into the setting, employment, joining the committee and for other relevant purposes for the effective delivery of services to its members and existing and former children and their parents/guardians .

Some personal data is defined as *sensitive data* and needs to be handled with special care (see below).

Processing of personal data:

All staff and volunteers who process or use any personal data are responsible for ensuring that:

- Any personal data which they hold is kept securely; and
- Personal data is not disclosed either orally or in writing or otherwise to any unauthorised third party.

Staff and volunteers should note that unauthorised disclosure will usually be a disciplinary matter, and may be considered gross misconduct in some cases.

Personal data should be:

- kept in a locked filing cabinet; or
- if it is computerised, be password protected and encrypted; or
- kept only on disk which is itself kept securely.

Emails/computer information:

When parents share their email addresses on the enrollment form this acts as consent for emails to be exchanged. All Pavilion Preschool email accounts are Gmail accounts with HTTPS security enabled to ensure all data is encrypted.

Telephone conversations and meetings:

If personal data is collected by telephone, callers should be advised what that information will be used for and what their rights are according to the GDPR.

Personal or confidential information should preferably not be discussed in public areas of Pavilion Preschool work premises. Wherever possible, visitors should be escorted and not be permitted to wander about the premises on their own. If

possible, visitors should subsequently be escorted out of the premises when the meeting is over. All staff should be aware of the difficulties of ensuring confidentiality in an open plan area and respect the confidential nature of any information inadvertently overheard. Any notes taken during or after an interview should be of relevance and appropriate. It is recommended that such notes are subsequently filed in a legible and coherent manner and that informal notes are retained for a short period (1 year), in a secure place, before being shredded.

Collecting information:

Whenever information is collected about people, they should be informed why the information is being collected, who will be able to access it and to what purposes it will be put. The individual concerned must agree that he or she understands and gives permission for the declared processing to take place, or it must be necessary for the legitimate business of Pavilion Preschool.

Publication and use of Pavilion Preschool information:

Pavilion Preschool aims to make as much information public as is legally possible. In particular information about Pavilion Preschool staff, trustees and members will be used in the following circumstances:

- We may obtain, hold, process, use and disclose information in connection with the administration, management and business activities of Pavilion Preschool, including making and keeping lists of members and other relevant organisations
- We may publish information about the organisation and its members including lists of members, by means of newsletters or other publications, but with written consent.
- We may confirm to any third party whether or not any person is a member of the organisation if deemed necessary i.e. in the case of safeguarding or in the best interest of the child.

- We may provide approved organisations that have the legal right with lists of names and contact details of members or other relevant organisations only where the members or other relevant organisations have given their consent.
- names of, and a means of contacting, staff and/or trustees will be published within publicity, Charity Commission Website and on our website.
- photographs of key staff will be displayed at Pavilion Preschool and placed on the website with their consent.
- Pavilion Preschool's internal staff contact list will not be a public document and information such as mobile telephone numbers or home contact details will not be given out, unless prior agreement has been secured with the staff member in question.

Any individual who has good reason for wishing details in these lists or categories to remain confidential should contact the Designated Data Protection Officer.

Sensitive Information:

Sensitive information is defined by the GDPR as that relating to ethnicity, political opinions, religious beliefs, trade union membership, physical or mental health, sex life, criminal proceedings or convictions. The person about whom this data is being kept must give express consent to the processing of such data, except where the data processing is required by law for employment purposes or to protect the vital interests of the person or a third party.

Disposal of Confidential Material:

Sensitive material should be shredded. Particular care should be taken to delete information from computer hard drives if a machine is to be disposed of or passed on to another member of staff.

Staff Responsibilities:

All staff are responsible for checking that any information that they provide to Pavilion Preschool in connection with their employment is accurate and up to date. Staff have the right to access any personal data that is being kept about them either

on computer or in manual filing systems. Staff should be aware of and follow this policy, and seek further guidance where necessary.

Duty to Disclose Information:

There is a legal duty to disclose certain information, namely, information about: safeguarding concerns, which will be escalated through the appropriate channels within the Local Safeguarding Children's Board framework, any form of criminal activity, which will be reported directly to the Police.

Retention of Data:

Pavilion Preschool will keep some forms of information for longer than others. Because of storage problems, information about existing and former children and their parents/guardians cannot be kept indefinitely, unless there are specific requests or requirements to do so. In general, information about existing and former children and their parents/guardians will be kept for a minimum of one year after they use the services, unless other bodies, such as funders, require Pavilion Preschool to keep the information longer.

Pavilion Preschool will also need to retain information about staff. In general, all information will be kept for six years after a member of staff leaves Pavilion Preschool. Some information however will be kept for much longer, for example, if required by funders. This will include information necessary in respect of pensions, taxation, potential or current disputes or litigation regarding the employment, and information required for job references. A full list of information with retention times is given in Appendix B. A statement about Data Protection will be displayed prominently within the building. A copy of this statement is contained in Appendix A.

This policy was adopted In May 2018

Last updated 02.05.25

Signed by the Chair of Trustees:

Date:

Appendix follows.

APPENDIX A

DATA PROTECTION STATEMENT

Sharing information with others:

Sometimes we have to confirm or share information with other organisations. If we need to do this, we will make it clear to you on the forms you complete giving us the information. We will draw up an agreement with the organisation that we need to share the information with as appropriate. This is so that both sides understand why the information is being passed on, and what use can be made of it. In some cases, a third party organisation, such as a funding body, may draw up the agreement.

Whilst seeking consent is very important to us in handling people's data, there may be cases where we need to proceed without consent e.g. to protect a child's best interests due to safeguarding concerns. In such cases parents/guardians will be made aware that personal data has been used as soon as is practicable.

In general:

We will comply with the GDPR and any subsequent legislation on information handling and privacy. We will do this through this Pavilion Preschool Data Protection Policy.

We will help you with any questions or problems that you may have with the GDPR 2018, the Freedom of Information Act 2000 and the Human Rights Act 1998 or If we cannot help you, we will give you advice on where to write to get the information you may need.

Our Commitment:

We will only collect information that is necessary for what we do. We will be fair in the way we collect information about you. We will tell you who we are and what we intend to do with the information about you. Where practicable, we will collect

information directly from you. If we collect information about you from someone else, we will make sure you know that we have done this whenever possible.

Information quality:

We will make sure that the information about you is accurate and up to date when we collect or use it. You can help us with this by keeping us informed of any changes to the information we hold about you.

Information security:

We will keep information about you secure. We will protect your information against unauthorised change, damage, loss or theft.

Keeping information:

We will hold information about you only for as long as the law says. After this, we will dispose of it securely and properly.

Openness:

We will tell you what kinds of information we hold and what we do with it.

Access and correctness:

Whenever possible, we will let you see the information we hold about you and correct it if it is wrong.

APPENDIX B

RETENTION PERIODS FOR DIFFERENT TYPES OF DATA:

Type of data	Retention period
Personnel files including training records and notes of disciplinary & grievance hearings.	6 years from the end of employment
Application forms/interview notes.	4 months from the date of the interviews.
Facts relating to redundancies where less than 20 redundancies.	3 years from the date of redundancy.
Income tax and NI returns including correspondence with the tax office.	At least 3 years after the end of the financial year to which the records relate.
Statutory maternity pay records and calculations.	As above.
Statutory sick pay records and calculations.	As above.
Wages and salary records.	6 years.
Accident books, and records and reports of accidents.	3 years after the date of the last entry.
Health records.	During employment.
Health records where the reason for termination of employment is connected with health, including stress related illness.	3 years.
Medical records kept by reason of the Control of Substances Hazardous to Health (COSHH) regulations.	40 years

Employee records, including copies of qualification certificates.	5 years from end of employment.
Registration forms for places at Pavilion Preschool and other records and documentation relating to children generated during the course of the provision of the service.	12 months from the date the child leaves the Centre.
Any Child Protection records.	Until the child turns 24 years of age.