

Wishing Well Family Centre Data Protection Policy

The Data Protection Act 1998 sets out what can and what cannot be done with personal data, that is information about living individuals. We at Wishing Well Family Centre are under a legal obligation to comply with the provisions of this Act.

Commitment to the Protection of Personal Information

We as a daycare provider need to collect and use certain types of information about people with whom we deal with in order to operate effectively. These include children, parents/guardians, staff, committee members and others who we communicate with.

Personal information must be dealt with properly and securely regardless of what method is used for its collection - whether it is written or on a computer system.

Our Data Protection Standards

Wishing Well Family Centre will, through appropriate management and adherence to the Data Protection Act follow the procedures below:

Observe fully the conditions relating to the collection and use of personal information.

Meet legal obligations to specify the purposes for which the information is used and will only use it for those purposes.

Collect and process appropriate information, but only that it is needed to fulfil operational needs or to comply with any legal requirements.

Ensure the quality of information used.

Ensure that the rights of people about whom information is held can be exercised. These include the right to be informed that processing is being undertaken, the right to access one's personal information, the right to prevent processing in certain circumstances and the right to correct, rectify, block or erase information which is regarded as wrong.

Apply strict checks to determine the length of time information is held and to ensure that it will be disposed of when no longer required with due regard for its sensitivity.

Take appropriate technical and organisational security measures to safeguard personal information.

Ensure that personal information is not transferred abroad without suitable safeguards.

We at Wishing Well Family Centre will ensure that:

- Everyone managing and handling personal information understands that they are responsible for following the data protection practice and is appropriately trained to do so.
- Methods of handling personal information are regularly assessed and evaluated.
- All computers containing information and data are protected by a password and these are restricted to named members of staff.
- All written confidential information is contained in lockable fireproof cabinets.
- Visitors and parents do not have access to any data, unless formally requested.
- We ensure that all computers are virus protected and all information to be regularly backed up.
- Records kept on each child is kept as confidential information and shared only with that child's parents or other professionals (if permission given by child's parent)
- Staff and parents are aware that names/ telephone numbers and addresses of parents cannot be divulged to others without permission from the parent concerned.
- Ensure awareness of the need for confidentiality is reinforced at all times in the setting and is integral part to the staff's professionalism.
- By ensuring that the buildings are locked and security system is activated when the premises are empty.
- Only 3 named people have keys and security passwords for access.