



Data Protection

Introduction:

BCoT nursery needs to keep certain information about its employees, children and families for many different reasons including for safeguarding the children, monitoring their progress, ensuring the nurseries legal obligations to funding bodies and the governments are complied with among others. 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 we must comply with the Data Protection Act 1998.

This states that personal data shall:

- Be obtained for a specified and lawful purpose
- Be adequate, relevant and not excessive for that purpose.
- Be accurate and kept up to date.
- Not be kept longer than is necessary for that purpose.
- Be 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.

This Data protection policy along with the Basingstoke College of Technology Data protection policy ensures that the law is followed at all times.

Procedures:

- Parents/carers are welcome to view the Policies and Procedures file, which governs the way in which Basingstoke College of Technology and the BCoT nursery works at any time when the nursery is open, simply by asking the Nursery Manager. Electronic copies of the nursery policies and procedures are sent to all new starters.
- Parents are also welcome to see and contribute to all the records that are kept on their child; however the nursery must adhere to the Data protection laws.
- Basingstoke College of Technology ensures that it is registered in regard to data protection. A copy of the certificate can be requested from the College Principal's office. All personal information is stored securely according to data protection including registration details, permissions, certificates and photographic images.
- The nursery records and documentation are kept and stored in accordance to the minimum legislative archiving time. We currently archive records for at least 7 years and 3 months. Accident and incident forms are archived for 21 years and 3 months

Please speak to the Nursery Manager with any suggestions or feedback on any policies or procedures.