

# Data Protection Policy

Date: October 2020

Review Date: October 2021

The company is required to process relevant personal data as part of its operation and shall take all reasonable steps to do so in accordance with this policy.

Processing may include obtaining, recording, holding, disposing, destroying or otherwise using data.

**The Company will endeavour to ensure that all personal data is processed in compliance with this policy and the principles of the GDPR 2018.**

Any information which falls within the definition of personal data and is not otherwise exempted will remain confidential and will only be disclosed to third parties with the consent of the appropriate individual or under the terms of this policy.

The Company may from time to time be required to process sensitive personal data regarding a child in our care. We will share this data where there is a legal obligation to do so, such as a safeguarding investigation.

As part of our commitment to provide for the individual needs of your child we will observe all areas of development, and in partnership with you, record progress in those areas in order to plan appropriately.

The information gathered through this will need to be available for inspections by OFSTED and also shared with the local authority for tracking and development purposes. This sharing of data is always kept confidential and sent through password protected and secure documents.

## The following must be adhered to at all times:

- Children's records must be kept in a locked cupboard or cabinet at all times.
- Staff must only have access to child data that is required to be used for the safety of the child, for example emergency contact numbers, care plan information etc.
- No personal records must be removed from site unless authorised by senior management, for example staff must not take records home.
- Record sharing can only take place with either the parents consent or on the authority of the Wigan Safeguarding Board.
- Any documentation that needs to be destroyed must be shredded.
- Documents that are required to be retained must be stored as per company guidelines and there is a 'Confidentiality Policy' in place that staff must adhere to along with this policy to ensure information is protected.

Management Signature: .....

Date: .....