**Data Protection Policy**

**POLICY STATEMENT**

In Maine Integrated Playgroup we have record keeping systems in place that meet legal requirements; the means we use to store and share that information takes place within the framework of the Data Protection Act (1998) and the Human Rights (1998).

**PRINCIPLES**

In order to work effectively, Maine Integrated Playgroup needs to gather and process relevant information (data) about the committee, staff, parents, children and professionals and others (data subjects) involved in the day-to-day running of the setting.

A designated person (the leader) will decide what information is required and how it is to be obtained; this information will also be handled by the leader.

**POLICY**

Maine Integrated Playgroup has implemented this policy to ensure committee members and staff are fully aware of procedures for handling data..

By adhering to this policy we will ensure that data is handled properly and confidentially at all times. This applies to data held on paper and by electronic means. We recognise our responsibility to ensure that all persons acting on behalf of Maine Integrated Playgroup are made aware of this policy and receive any necessary training.

**Responsibility**

The Management Teams are responsible for ensuring that all staff and volunteers act in accordance with this policy with delegated responsibility to the leader to follow through.

**Purpose and Remit of Policy**

* data collection;
* data storage/security;
* data updates;
* data disclosure;
* data access;
* data disposal/destruction.

Maine Integrated Playgroup Management Committee will review this policy annually to ensure that:

* data is collected fairly;
* data is adequate, relevant and not excessive;
* data is accurate and up-to-date;
* data is stored securely;
* data is only retained as long as is necessary;
* that new staff/parents/committee are made aware of the policy.

**Data Protection Procedure**

**Maine Integrated Playgroupwill comply with:**

The terms of the 1998 Data Protection Act and any subsequent relevant legislation.

Any guidance on or update to this policy notified by the Early Years Organisation.

1. **Data Collection**

Only relevant personal data will be collected. The person(s) from whom it will be collected will be informed of its uses and of any possible disclosures that may be made.

Systems will be put in place to facilitate updating information held.

1. **Data Storage/Security**

Manual data will be stored in a secure place only accessible to those with a legitimate reason to view/use that data.

Sensitive personal data, e.g. medical records/child protection records/interview material will be stored using in a locked filing cabinet and access will be strictly limited (need to know basis) and recorded.

1. **Data Update**

Forms will be issued to staff/parents/others to ensure that data held is up-to-date and accurate.

Data held will be updated promptly on receipt of appropriate form. If incorrect/out of date data has been disclosed to a third party, recipient will be informed of corrected data and this will be recorded.

1. **Data Disclosure**

The consent of the data subject will be obtained before the group discloses personal information to any organisation or individual.

All requests for disclosure will be in writing and telephone enquirers advised accordingly.

In cases of child protection, the law requires the disclosure of information, without consent, to relevant Social Services personnel and P.S.N.I. officers

If a request for information relating to child protection is received by telephone, steps should be taken to ensure that such information is disclosed to identifiable personnel (i.e. seek verification of identity) and only if the individual is entitled to receive that information (authorisation). It is advisable to disclose such information only to those known to be involved in child protection. If doubt exists, ask enquirer to route enquiry through a known channel. Always call an enquirer back and be very alert if the number given is that of a mobile telephone.

Requests from parents for a printed list of children’s names/addresses will be politely refused.

Personal data (including images) will not be used in newsletters, websites or in other media without the consent of the data subject (see Consent Policy).

A record will be kept of any data disclosed so that recipient can be informed should data be updated / altered at a later date.

1. **Data Access**

Data subjects have the right to access any personal data held about them.

Any person(s) wishing to exercise this right must make a request in writing to the leader.

On receipt of a written and signed request the leader will make the information available.

The information will be made available as soon as possible and within the 40 day period recommended by the Data Protection Agency.

Any delay occasioned by the necessity to consult with an appropriate healthcare professional in relation to a data subject’s medical information will be explained in writing to the individual making the request.

1. **Data Disposal/Destruction**

The Leader will review personal data regularly and delete information which is no longer required for the purposes of the group.

The leader will keep a deletion file and record the type of deletion and the date on which it occurred. All confidential data will be shredded at the appropriate time.

The committee will seek advice from the Labour Relations Agency before deleting information regarding the recruitment and selection of employees.

Information relating to accidents on the premises or child protection issues will not be deleted until the required statutory period has expired.

**Monitoring**

This policy will be reviewed annually by the Management Teams to ensure it

remains fit for purpose.

This policy has been adopted by the playgroup committee at a meeting on

Witnessed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Playgroup Leader)

Witnessed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position on Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_