**7.1 DATA PROTECTION POLICY**
Policy statement

Shoreham Pre-school follows the policy set out below with regards to the 1998 Data Protection Act.

Procedures

• All personal data will be processed fairly and lawfully.

• Personal data will only be obtained for lawful purposes.

• Personal data will be adequate, relevant and not excessive.

• All personal data collected will be accurate and kept up-to-date.

• No personal data will be kept longer than absolutely necessary.

• Personal data will be processed in accordance with the Data Subjects rights. This means that the subject has the right to access any information held on them upon request, following the Data Protection Act and our own Confidentiality and Privacy policies. Any discrepancies will be dealt with under the guidance of the Data Protection Act.

• All personal data is kept secure. Paper copies of data is kept in a locked cupboard when not in use. Paper copies are only removed from the premises under exceptional circumstances, and are kept secure. Electronic information is kept to a minimum and is only accessible by authorised personnel. Information is password protected.

• We do not transfer personal data outside of WSCC and the Local Health Authority and do not transfer data at all unless under the conditions stated in our Confidentiality and Privacy policies. By signing up to West Sussex Free entitlement, parents are signing agreement to share their data with the local authority when necessary.

• Any sensitive information containing personal data is posted by first class, with the envelope clearly marked as confidential, or if possible, delivered by hand. All means of tracking are kept until receipt is confirmed.

There is someone with specific responsibility for data protection in the organization: Our Data Controller is Emma Apps.

 • Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice.

 • Everyone managing and handling personal information is appropriately supervised.

 • Queries about handling personal information are promptly and courteously dealt with.

• A regular review and audit is made of the way personal information is managed. Usually annually when the policy is reviewed or more often as necessary.

This policy should be read and understood together with our Confidentiality and Privacy Policy.