



GDPR and Data Protection Policy

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Our Values

At Young Friends, we treat all personal information with the same care and respect we give to children and families themselves. Our culture is one of **trust, discretion, and security** — both digital and human.

- **Sustainability** – Secure systems support long-term protection
 - **Respect** – Children’s data is never treated as paperwork — it is personal
 - **Authenticity** – We are transparent with families and each other
 - **Supportive Leadership** – Our team understand what data they hold and why
 - **Community** – Parents know how to ask questions, give feedback and trust the process
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Policy Statement

This policy outlines how we handle personal data in line with the **General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**. It applies to all personal data collected, stored and shared about:

- Children
- Families
- Staff
- Volunteers and contractors
- Visitors

We collect only what we need, keep it secure, and share it responsibly.

Key Principles We Follow

Under UK GDPR, personal data must be:

1. **Processed lawfully, fairly and transparently**
 2. **Collected for specified, explicit and legitimate purposes**
 3. **Adequate, relevant and limited** to what is necessary
 4. **Accurate and kept up to date**
 5. **Kept for no longer than necessary**
 6. **Processed securely** using appropriate technical and organisational measures
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What We Collect and Why

We collect the following data:

For Children and Families:

- Name, DOB, address, contact details
- Medical and health information
- Safeguarding and SEND information
- Observations, assessments and development records
- Attendance and accident records
- Consent preferences (e.g. images, outings, medication)
- Progress checks (e.g. age two)
- Cultural, language, dietary and religious information We collect this:
- To meet statutory duties under the EYFS and safeguarding law

- To personalise care, learning and support
 - To maintain safe, effective operations
 - With consent where required (e.g. image sharing, data sharing outside the setting) **For Staff:**
 - Name, address, contact details
 - References and recruitment data
 - DBS checks and safeguarding declarations
 - Supervision and appraisal records
 - Training, CPD and qualifications
 - Health declarations
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How We Store It

- Digital records are kept securely in password-protected systems including **Famly, Tapestry**, and secure local drives
 - Paper records (e.g. safeguarding files, registration forms) are locked in cabinets in the office
 - Images are stored and shared **in line with consent**
 - Staff only access what they need to fulfil their role
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How We Share Data

We only share personal data:

- With parental consent, unless required by law
 - With other professionals (e.g. health visitor, SEND team) when necessary for a child's needs
 - With Brighton & Hove Council for funding, SEND or safeguarding purposes
 - With Ofsted or relevant authorities during inspection or investigation
 - With external services when required by law (e.g. LADO, Social Care, Police) We **never share** data for marketing purposes.
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Parental Rights Under GDPR

Parents and carers have the right to:

- Access their own child's data
- Request corrections to inaccurate data
- Request deletion of non-essential data (where lawful)
- Withdraw consent where applicable (e.g. photos)
- Be informed of data breaches if relevant to them

Requests can be made in writing or verbally and will be responded to within 30 days.

Retention and Deletion

- We retain data only for the legally required timeframe
 - Most child records are kept for **at least 3 years**, some (e.g. safeguarding or SEND) up to **until the child is 25**
 - Staff records are held for **6 years** after employment ends
 - All data is **securely destroyed** once no longer needed
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Data Breaches

- Any suspected breach is reported immediately to the **Data Protection Lead (Louise Lloyd-Evans)**
- Breaches are recorded and assessed for impact
- Families and ICO are informed when required

Training and Responsibility

- All staff receive GDPR and data protection training
- Access is role-based and monitored
- Leadership models good data practice
- Induction includes data confidentiality expectations

Linked Policies

- Safeguarding and Child Protection
- Parent Code of Conduct
- Staff Code of Conduct
- Social Media and Photography
- Record Keeping and Confidentiality
- Whistleblowing

Authorisation

 *Louise Lloyd-Evans*

Owner and Director

Young Friends Kindergarten

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