

Data Protection Policy

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Date originally written – 10.06.16

Reviewed – 02.06.17



Data Protection Policy

The data protection act 1998 regulates how your personal information is used and protects you from misuse of your personal details. The data protection act itself is quite complex, but it does provide common sense rules which prohibit the misuse of your personal information but does not stop it being used for legitimate or beneficial purposes.

The data protection act requires personal information to be: ·

* Fairly and lawfully processed.
* Processed for limited purposes.
* Adequate, relevant and not excessive.
* Accurate.
* Not kept longer than necessary.
* Processed in accordance with your rights.
* Kept secure.
* Not transferred abroad without adequate protection.

The act provides stronger protection for sensitive information about your ethnic origins, political opinions, religious beliefs, trade union membership, health, sexual life and any criminal history. The act is enforced by an independent authority called the information Commissioner. They have the power to take action against organisations that misuse information about you.

How Dream Catchers Childcare complies with data protection legislation:

* When we collect staff, children’s and parents details we explain to them why we hold the information we do.
* we also tell them they have the right to access their own or their child’s information.
* if at any time the information is incorrect the staff member or parent can change it so that it is correct.
* Any information that could be passed on, if necessary, to outside agencies, such as Ofsted is explained and why.
* We would not send any information on to any outside agencies such as Ofsted without telling the person first, the only exception being the police, or for child protection issues; we can provide this information without telling the individual if notifying them would be likely to prejudice the investigation or prevention of a crime.
* All information Dream Catchers Childcare hold is kept securely and not accessible without a password from the managing director.