



Last Review:	June 2026	S Fisher
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Data Protection Policy

Policy statement

To provide a quality early years and childcare service and comply with legislation, DMNS will need to request information from parents about their child and family. Some of this will be personal data. The policies relating to the storage and transferring of such records can be found within that policy.

DMNS takes families' privacy very seriously, we will process any personal data in accordance with GDPR and the seven principles below:

1. We must have a lawful reason for collecting personal data and must do it in a fair and transparent way. We will be clear about what data we are collecting, and why.
2. We must only use the data for the reason it is initially obtained. This means we cannot use a person's data to market a product or service to them that is unconnected to the reasons for which they shared the data with us in the first place.
3. We must not collect any more data than is necessary. We will only collect the data we need to hold to do the job for which we have collected the data.
4. We will ensure that the data is accurate and will ask parents to check annually and confirm that the data held is still accurate.
5. We must only keep the data for as long as is needed to complete the tasks it was collected for. We will not keep data any longer than needed.
6. We must protect the personal data. We are responsible for ensuring that we, and anyone else charged with using the data, processes and stores it securely.
7. We will be accountable for that data. This means that we will be able to show how we (and anyone working with us) are complying with the law.

Procedure

- DMNS is registered with the Information Commissioner's Office, the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.
- DMNS expects parents to keep private and confidential any sensitive information they may accidentally learn about DMNS or other children and families attending DMNS, unless it is a child protection issue.
- DMNS will be asking parents for personal data about themselves and their child/children to deliver a childcare service. We are required to hold and use this personal data in order to comply with the statutory framework for the early years foundation stage, Ofsted, Department for Education and our Local Authority.

Subject Access, Storage and Information Sharing

- Our policies laid out for subject access, storage and information sharing are all made with GDPR in mind. They are available in their specific policies; Confidentiality and Client Access to Records, Children's Records, Information Sharing, Provider Records and Transfer of Records.

Safeguarding

- If a child is known to children's services, even if the case is closed, all documentation will be transferred to the new setting so they can understand the child's background. A copy will be kept until the child is 25 years old, and then disposed of appropriately and securely.

Safe disposal of data

- DMNS is required by law to keep some data for some time after a child has left the setting. We have a review plan in place and ensure that any data is disposed of appropriately and securely.

Suspected breach

- If we suspect that data has been accessed unlawfully, we will inform the relevant parties immediately and report to the Information Commissioner's Office within 72 hours. We will keep a record of any breach.

Monitoring and Review

- This policy will be reviewed annually, or sooner if national guidance changes. Feedback from staff, parents, and stakeholders will always be welcomed.