



Ballygawley Early Years Playgroup

Data Protection Policy

Ballygawley Early Years Playgroup needs to collect and use certain types of information about staff, students and other individuals who come into contact with the Playgroup in order to operate. In addition, it may be required by law to collect and use certain types of information to comply with statutory obligations of Education and Library Boards (ELBs), government agencies (Social Services) and other bodies. This personal information must be dealt with properly however it is collected, recorded and used - whether on paper, in a computer or recorded on other material - and there are safeguards to ensure this in the Data Protection Act 1998.

We regard the lawful and correct treatment of personal information as very important to successful operations, and to maintaining confidence between those with whom we deal with and ourselves. We ensure that our organisation treats personal information lawfully and correctly. We fully endorse and adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998.

DATA GATHERING:

- All personal data relating to staff, children or other people with whom we have contact with, whether held on computer or in paper files, are covered by the Act.



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- Only relevant personal data may be collected and the person from whom it is collected should be informed of the data's intended use and any possible disclosures of the information that may be made.

DATA STORAGE:

- Personal data will be stored in a secure and safe manner.
- Electronic data will be protected by standard password and firewall systems operated by the Playgroup.
- Particular attention will be paid to the need for security of sensitive personal data.
- For further information on length of time personal data is held please see Playgroup Confidentiality Policy (Includes Storage and destruction of records).

DATA CHECKING:

- Staff and parents/ Guardians will be reminded to inform the playschool if personal data changes

DATA DISCLOSURES:

- Personal data will only be disclosed to organisations or individuals for whom consent has been given to receive the data, or organisations that have a legal right to receive the data without consent being given.
- When requests to disclose personal data are received by telephone it is the responsibility of the Playgroup to ensure the caller is entitled to receive the data and that they are who they say they are.



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- If a personal request is made for personal data to be disclosed it is again the responsibility of the Playgroup Leader to ensure the caller is entitled to receive the data and that they are who they say they are. If the person is not known personally, proof of identity should be requested.
- Personal data will not be used on websites. Further Information please see Playgroup's E-safety and Social Networking Policy
- Personal data will not be used for media without the consent.
- Routine consent issues will be incorporated into the playgroup data gathering sheets, to avoid the need for frequent, similar requests for consent being made by the playgroup.

SUBJECT ACCESS REQUESTS:

- If the Playgroup receives a written request from a data subject to see any or all personal data that the Playgroup holds about them this should be treated as a Subject Access Request and the Playgroup will respond within the 40 day deadline.
- Informal requests to view or have copies of personal data will be dealt with wherever possible at a mutually convenient time but, in the event of any disagreement over this, the person requesting the data will be instructed to make their application in writing and the playgroup will comply with its duty to respond within the 40 day time limit.
- This policy is further enhanced by the staff Data Protection policy.

This policy was reviewed at Ballygawley Early Years Committee meeting on 06/2015, and reviewed again on 01/2016 and 12/2016.



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This policy links with the following;

- Safeguarding Children and Child Protection Policy
- E-safety and Social Networking Policy
- Mobile Phone Policy
- Confidentiality Policy (Includes storage and destruction of records)
- Employment Policies - Data Protection Policy
- Managing Aggression and Challenging Behaviour including Bullying