



## GDPR Policy



Lilliput Kiddie Care are committed to making sure your personal data and details are secure. We are registered with the ICO and follow strict guidelines.

GDPR is a new EU regulation covering Data protection and stands for General Data Protection Regulation. It will come into force on the 25<sup>th</sup> May 2018 and replaces our current Data Protection Act 1998 and the electronic communications regulations 2003.

It will go live regardless of Brexit and organisations will need to comply by this date.

Nurseries must recognise that GDPR isn't a set of guidelines for best practice, it's a new set of laws. The main focus of GDPR is consent and the right to privacy for individuals.

With all of the above in mind Tracey Butcher and Jean Shaw will be the leads on data protection within our setting.

A full audit of all personal data is conducted annually and any concerns are brought to the attention of the ICO.

All information held in our setting will only be shared should the need arise and this will not be done without prior consent from the individual parent, staff member or child. The only stipulation from this would be when the law require us to share information i.e. a child protection case.

All parents and staff have the right to access any information held in our setting and should they wish have that information changed or deleted expect when the law states differently.

All pictures and videos used for either observations, learning journeys, websites and facebook will be deleted immediately from our electronic devices once they have been used and permission will have been put in place prior to us using you/ your child or staff pictures/ videos/ still images etc.

With this in mind we ask you not to screen shot or share any pictures from our website or facebook as this could result in a safeguarding issue and a serious breach of privacy.

Our policies and procedures are stored securely on our website and any important updates will b posted on there, you will need a password to access them.

Our public liability insurance is displayed in the setting, should you require any further information please do not hesitate to speak to a member of the team.

Lilliput Management Team

See also Data Protection Policy