

Data Protection Policy

To be reviewed Bi-Annually.

Policy Agreed January 2020. To be reviewed January 2022



Everton Nursery School and Family Centre would like to explain the reasons for the collection of personal information, the use to which this data will be put and where the data will be kept. This policy is in line with General Data Protection Regulation (GDPR) which came into force from 15th May 2018.

What is the purpose of this information?

Liverpool City Council and national government count how many families use the centre and in what ways. For example - to calculate how many children with disabilities and ethnic groups are being helped and in what way. To prepare information for use by the staff of Everton Nursery School and Family Centre for reports etc.

Who will have access to this information?

The information collected on an admission form/registration form and later on a starting form (for children only starting the school part of the centre). For example: Name, Address, National Insurance Number, Date of Birth will be entered on a computerised database (Liverpool City Council Early Years Portal for Early Years funding, Liquid Logic for data on families, SIMS for children, ESTART for parents/carers accessing services, ParentMail, CPOMs, ORACLE for staff) in the office at Everton Nursery School and Family Centre. All children are given a Unique Pupil Number (parents/carers accessing services on-site are given another unique personal identification number. Staff also have a unique personalised number with payroll) so that any subsequent use of data will not have people's names and addresses on. Only authorised Everton Nursery School and Family Centre staff (Leadership Team and Admin Team – restricted password access) have access to this information unless the school/centre is required by law to provide information to the courts, Police or a government department.

Parents/carers/staff can request in writing what records are kept about them if they wish.

Parents/carers/staff have the option to refuse to provide some information. However, some information must be provided in order for a child to be offered a place in the school part of the centre. Having all the information helps the school/centre to make sure that services are available to those who need them.

Evaluation

As part of ongoing development the school/centre would like the opportunity to evaluate with parents/carers and staff the services offered and delivered by Everton Nursery School and Family Centre. In order to do this the school/centre will ask permission to possibly contact parents/carers/staff once a year through the details that are provided.

How long will this information be kept?

The information will be kept for five years then a review of this information is made. Finance Records are kept for 6 years and Child Protection documentation to be kept for 25 years.

Policy Review

This policy was reviewed by the Governor Policy Review Committee 16/1/2020 and agreed by the Governing Body on 23/01/2020.