



## Data Protection Policy

General Data Protection Regulation (GDPR)

[Information Commissioner's Office](#)

**GDPR is not a barrier to protecting and safeguarding children and all relevant information concerning a child at risk of significant harm should be reported to the local children's social services team. (See Safeguarding and Child Protection Policy)**

Data Protection Officer for Let's Play Day Nursery Is Lindsey Williams

Let's Play Day Nursery is fully committed to compliance with the requirements of the Data Protection Act 2018 which came into force on 25<sup>th</sup> May 2018 and GPDR 2018 found at:

<https://gdpr-info.eu/>.

The nursery will therefore follow procedures which aim to ensure that all employees, elected members, trainees/placement staff, helpers of the nursery who have access to any personal data held by or on behalf of the nursery are fully aware of and abide by their duties under the data Protection Act 2018.

Let's Play Day Nursery must collect and use information about people/children with whom it works. These may include members of the public, current, past, and prospective employees as well as parents and carers. In addition, it may be required by law to collect and use information in order to comply with requirements of central government. This personal information must be handled and dealt with properly, however it is collected, recorded and used, and whether it is on paper in computer records or recorded by any other means, and therefore, are safeguards within the Act to ensure this.

Let's play Nursery regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the nursery and those with whom it carries out business and/or cares for. The nursery will ensure that it treats personal information lawfully and correctly.

### **Data Collecting**

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

Personal Data kept on the children and the families in paper format will be stored in a locked filing cabinet to which there are two keys, the manager – Sue Belfield, The Deputy Manager Lisa Herbert, DSL – Lindsey Williams and Admin – Grace Oliver know where the key and spare key is located.

### **Data Storage**

Personal data will be stored in a secure and safe manner.

Electronic data will be protected by a password updated regularly.

Computer workstations are positioned in the office. Management/ staff using the systems will remain conscious of casual observers.

Manual data will be stored where it is not accessible to anyone who does not have a legitimate reason to view or process that data.

Particular attention will be paid to the need for security of sensitive personal data.

Strict checks are applied to determine the length of time information is held.

### **Data Checking**

Personal contact detail forms will be updated twice yearly during parents' evening and through constant reminding on updating this information via newsletters. Any relevant changes will be reported to the appropriate people.

### **Subject Access Requests (SARs)**

Under the UK General Data Protection Regulation (UK GDPR), individuals have the right to access personal data held about them. This is known as a Subject Access Request (SAR).

At Let's Play we are committed to ensuring that all SARs are handled in accordance with the UK GDPR and guidance issued by the Information Commissioner's Office (ICO).

### **What is a Subject Access Request?**

A Subject Access Request is a request made by an individual (or someone acting on their behalf) to obtain:

Confirmation that their personal data is being processed

Access to their personal data

Other supplementary information as required by law

In a nursery setting, SARs may be made by:

Parents or guardians on behalf of their child

Staff members

External individuals whose data we may hold

### **How to Make a Request**

Requests can be made:

In writing (email or letter)

Verbally to a member of staff

All requests should be forwarded immediately to the designated Data Protection Lead.

### **Verification of Identity**

Before responding to a SAR, we will take reasonable steps to verify the identity of the requester. This is to ensure that personal data is not disclosed to unauthorised individuals.

### **Timescales**

We will respond to all valid SARs within one month of receipt.

This period may be extended by a further two months where requests are complex or numerous. If this applies, the requester will be informed within the initial one-month period

### **Fees**

In most cases, SARs will be provided free of charge.

However, a reasonable fee may be charged where requests are manifestly unfounded, excessive, or repetitive.

### **Exemptions**

In certain circumstances, we may withhold some or all information where an exemption applies under data protection law. This may include:

Information relating to other individuals

Safeguarding concerns

Legal or regulatory restrictions including Social work and child protection

### **Refusal of Requests**

If we refuse a request, we will:

Explain the reasons for refusal

Inform the individual of their right to complain to the Information Commissioner's Office (ICO)

Inform them of their ability to seek judicial remedy

### **Record Keeping**

We will keep a record of all Subject Access Requests, including:

Date received

Nature of the request

Actions taken

Date of response

This ensures accountability and compliance with the UK GDPR.

*Last Reviewed January 2026 Lindsey Williams*