



# HOLY TRINITY ENNISKILLEN

## Pre-School Data Protection Policy

Policy approved by Board of Governors

Dated

Signed

Review Date

Holy Trinity Data Collection Policy

This policy defines the arrangements in the Pre-School that assures compliance to the requirements of The Data Protection Act, 1998, as relevant to the Pre-School business interests:

#### **A: Introduction:**

1. The Data Protection Act, 1998 addresses certain requirements for all Organisations that collect & process personal data as part of their on-going business operations. Personal data is defined by: any information relating to an 'identifiable living individual; and will therefore, apply to the Pre-School clients (children attending the Pre-School, and their parents/ carers), employees
2. The data protection Act, 1998 applies to any data recorded in a filing system that allows personal data to be easily accessed.
3. The data protection act, 1998 applies to records kept in hard copy (paper) format, and in computer files.

#### **B: Principles of Data Protection**

1. The Pre-School is committed to the enforcement of the following code of good practice in relation to the data it keeps on the children and its employees.

In summary, data will:

- Be fairly and legal processed;
- Be relevant to the needs of the Pre-School setting;
- Not be unnecessarily excessive in detail;
- Be accurately maintained;
- Not be kept longer than necessary, or required by law;
- Only be used in accordance with the individual subject's rights;
- Be securely stored.

2. The following policies are also relevant:

- Confidentiality and Access to Records Policy

#### **C: Policy Details**

1. The nursery will require written consent from each individual child's parent/carer, in order for personal data to be collected and processed. In this respect it will be taken that consent is implied through the following:

- Clients - by the parent/carer who signs the registration forms and appropriate consent forms as a 'contract for nursery care' for their child/children.
- Employees - by completing the job application form at onset of employment, and where the employee has not registered an objection to their data being used.

2. All individual, parents, carers and employees have the right of access to manual and computerised records when concerning their personal data.
3. Where it is deemed necessary to divulge a third party this will only be done with the express permission of the individual subject, ref policy no. 14-02.
4. Personal data and records will be maintained under appropriate conditions of security to prevent any unauthorised or accidental disclosure. Records can be hard copy (paper) format and computer files. Particular attention is paid to the following aspects of the record storage.

**Hard copy file.**

- Identification of storage;
- Identification of those employees authorised to have access.

**Computer file:**

- Password- protection for access to sensitive data files:
- Who is authorised to have knowledge of these passwords
- Back up, control and management of what are essentially copies of personal data.

When personal data is being processed, staff will take reasonable precautions to prevent sighting of data by unauthorised persons:

- Record files are locked away when not in use.
- Where practical computer VDU screens should be tilted towards the user and away from the general office environment;
- VDUs are not left on when not in use.