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V:1.0 Policy prepared by: DPOG – Data Protection Officer Group Approved: 1st May 2018 document reviewed: 1st August 2024

1. Introduction: The Oratory Montessori Day Nursery is required to collect and process data for a number of purposes concerning its staff, contractors, parents, children and any other individual who comes into contact with the company. In gathering and using this data The Oratory Montessori Day Nursery is committed to protecting all individual's rights of freedom and privacy.

The Oratory Montessori Day Nursery is fully committed to full compliance with the requirement of the General Data Protection Regulation (GDPR). In line with this, this policy describes how personal data must be collected, handled, managed and stored in order to comply with the company's data protection standards and the law.

Why This Policy Exists This data protection policy sets out the rules that all personal data collected, processed, stored, shared and disposed of on behalf of The Oratory Montessori Day Nursery is compliant with the obligations of the General Data Protection Regulation (GDPR). This policy has been put in place to ensure The Oratory Montessori Day Nursery: - Complies with the requirements set out by GDPR - Protects the rights and privacy of any individual the company holds data on, including but not limited to; staff, contractors, parents and children - Reduces the risk of a data breach - Has a clear and consistent approach to the collection, storage and management of data.

2. Relevant Legislation: The General Data Protection Regulation (GDPR) has been in force since 25th May 2018. It applies to all organisations who offer services to monitor or process the personal data of subjects residing in the EU. Failure to comply with the GDPR can result in fines up to 4% of annual global turnover or €20 million.

Policy Scope This policy applies to UK operations: All settings operated by The Oratory Montessori Day Nursery • Offices and other sites operated by The Oratory Montessori Day Nursery • All staff and volunteers employed by The Oratory Montessori Day Nursery • All contractors, suppliers and other people working on behalf of The Oratory Montessori Day Nursery This policy applies to all data that the company holds relating to identifiable individuals, even if that information technically falls outside of the Data Protection Act 1998.

3. Purpose: The Oratory Montessori Day Nursery collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable it to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the school complies with its statutory obligations. Schools have a duty to be registered, as Data Controllers, with the Information Commissioner's Office (ICO) detailing the information held and its use. These details are then available on the ICO's website. Nurseries also have a duty to issue a Fair Processing Notice to all pupils/parents, this summarises the information held on pupils, why it is held and the other parties to whom it may be passed on. This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the Data Protection Act 1998, and other related legislation. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically. All staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities by adhering to these guidelines.

4. Personal Information: Personal information or data is defined as data which relates to a living individual who can be identified from that data, or other information held.

5. Data Protection Principles: The Data Protection Act 1998 establishes eight enforceable principles that must be adhered to at all times: 1. Personal data shall be processed fairly and lawfully; 2. Personal data shall be obtained only for one or more specified and lawful purposes; 3. Personal data shall be adequate, relevant and not excessive; 4. Personal data shall be accurate and where necessary, kept up to date; 5. Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose or those purposes; 6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998; 7. Personal data shall be kept secure i.e. protected by an appropriate degree of security; 8. Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection. The Oratory Montessori Day Nursery is committed to maintaining the above principles at all times.

6. Our commitment: The Oratory Montessori Day Nursery will enforce the GDPR by:

- Informing individuals why the information is being collected when it is collected.
- Informing individuals when their information is shared, and why and with whom it was shared.
- Checking the quality and the accuracy of the information it holds.
- Ensuring that information is not retained for longer than is necessary.
- Ensuring that when obsolete information is destroyed that it is done so appropriately and securely.
- Ensuring that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded.
- Sharing information with others only when it is legally appropriate to do so Set out procedures to ensure compliance with the duty to respond to requests for access to personal information, known as Subject Access Requests.

- Ensuring our staff are aware of and understand our policies and procedures.

6. Complaints: Complaints will be dealt with in accordance with the school's complaints policy. Complaints relating to information handling may be referred to the Information Commissioner(the-statutory-regulator).

7. Review: This policy will be reviewed in August 2018 as it is deemed appropriate, but no less frequently than a year. The policy review will be undertaken by the GDPR or nominated representative.

8. Contacts: If you have any enquires in relation to this policy, please contact: Sonia Scott – finance manager or Risvana Sheikh, managing director admin@oratorymontessori.com who will also act as the contact point for any subject access requests.