Data Protection Policy

Comfort Angelz Daycare is registered with the ICO under the Data Protection Act.

As the welfare of all children attending our settings is paramount, we have gone to extra measures to protect all information and images captured via our CCTV and any personal information is kept confidential and secure with our secure network.

Comfort Angelz Daycare collects and uses personal information about staff, children, parents and other individuals who come into contact with the Nursery. This information is gathered in order to enable us to provide information to ensure that our nurseries complies with its statutory obligations.

We are registered with the Information Commissioner’s Office (ICO) detailing the information held and its use. These details are then available on the ICO’s website.

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 information collected is not shared between other agencies unless we have concerns regarding the welfare of any child/children attending our setting.

|  |  |
| --- | --- |
| **DATA TYPE** | **ARCHIVED PERIOD** |
| CCTV | 6 MONTHS AFTER RECORDED |
| PERSONAL INFORMATION | 24 MONTHS AFTER A CHILD HAS LEFT THE  SETTING |

Date Reviewed 15.05.2015