



## Privacy Policy

Enterprise Childcare has procedures in place, to ensure we adhere to the General Data Protection Regulation which sets out the way in which certain data about employees, volunteers, customers and their children and potential customers, both in paper and electronic form, is held and used is followed.

Enterprise Childcare will need to process data for purposes connected with employment, and volunteering including recruitment, and termination of employment. Data processing for employees, volunteers, customers and their children and potential customers, includes the collection, storage, retrieval, alteration, subject access requests, disclosure or destruction of data.

This policy applies to all Enterprise Childcare Employees. You must be familiar with this policy and comply with its terms. This policy supplements our other policies relating to internet and email use. We may supplement or amend this policy by additional policies and guidelines from time to time. Any new or modified policy will be circulated to staff before being adopted.

### **Data Processing**

We must process personal data fairly and lawfully in accordance with individuals' rights. This generally means that we should not process personal data unless the individual whose details we are processing has consented to this happening. We will process personal data in compliance with all six data protection principles. All personal data that we process should be accurate, adequate, relevant and not excessive, given the purpose for which it is obtained.

In relation to children's data and their consent we have a process in place to fully inform children about the data we hold about them and how and why this data is stored and used. Children of the appropriate age will be given the opportunity to give their consent and consult with Enterprise Childcare about their views on this. A child friendly approach will be used for this process.

### **Information Held**

We must retain personal data for no longer than is necessary. What is necessary will depend on the circumstances of each employee, volunteer or service user, taking into account the reasons that the personal data was obtained, but should be determined in a manner consistent with our data retention guidelines.

Personal data we hold about must be accurate and updated as required. For example, if an employee or volunteers personal circumstances change, they must inform their line manager so that they can update your records. A six months review will be done for all service users.



## **Data Security**

All personal data should be secure against loss or misuse. Personal data stored in paper copy form or memory stick will be secured in a locked area where unauthorised personnel cannot access this. Paper copies will be shredded in accordance with our retention timescales.

All data stored on computers, tablets or laptops have secure passwords that are changed regularly and are protected by software security and a strong firewall. One drive is used to store data and has been approved by the line manager in relation to security.

All personal data will be destroyed in line with our retention timescales and this will be recorded on a commonly used format of when the information was destroyed and who by.

## **Subject Access Requests**

All employees current and previous, volunteers and service users are entitled, subject to certain exceptions, to request access to information held about them. If you receive a subject access request, you should refer that request immediately to your line manager. These requests should be processed within one month, provided there is no undue burden and it does not compromise the privacy of other individuals. A data subject may also request that their data is transferred directly to another system and this should be done in a commonly used format. This request must be done free of charge.

## **Privacy Notices**

Privacy notices are displayed on our website and emails as this sets out the purpose for which we hold personal data on customers, volunteers and employees. Being transparent and providing accessible information to individuals about how we will use their personal data is important for our organisation.