



Bloom Day Nursery Policy on Data Protection

JCM Nurseries T/A Bloom Day Nursery aims to fulfil its obligations under the Data Protection Act (DPA) 1998 to the fullest extent. This policy sets out our commitment to protecting personal data and how that commitment is implemented in respect of the collection and use of personal data.

This provision is aware that data legislation applies equally to children (and their parents/guardians) and staff. The eight principles set out in the DPA are followed in all cases.

- Data must be processed fairly and lawfully
- Data must only be obtained for specified and lawful purposes
- Data must be adequate, relevant and not excessive
- Data must be accurate and up to date
- Data must not be kept for longer than necessary
- Data must be processed in accordance with the individual's rights
- Data must be securely kept
- Data must not be transferred to any other country without adequate data protection in place

JCM Nurseries Ltd and Bloom Day Nursery understand that all personal data including names, address, phone numbers, email addresses, CCTV images and finger/ thumb images is confidential information and will not share this information with anyone other than the relevant staff employed by JCM Nurseries Ltd for use in their duties at Bloom Day Nursery.

Personal information not relating to a child's early years development journey is stored either electronically with password protection or on paper in a lockable cabinet. Information is only accessible by the relevant JCM Nurseries Ltd staff for use in their duties at Bloom Day Nursery.

Date of review: April 2018

Jill Mackey

Owner, Bloom Day Nursery

Director, JCM Nurseries Ltd.