

Data Protection, GDPR and Confidentiality Policy



Policy Name: Data Protection, GDPR and Confidentiality Policy

Policy Code: FS-GD-001

Policy Effective Date: 17th June 2026

Policy Statement

Forest & Play is committed to protecting the privacy, confidentiality and security of personal information relating to children, families, staff, volunteers, contractors and visitors.

We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the requirements of the Early Years Foundation Stage (EYFS).

We recognise the importance of maintaining confidentiality and ensuring that personal information is collected, stored, shared and disposed of lawfully, fairly and securely.

1. Purpose

This policy explains how Forest & Play collects, uses, stores, shares and protects personal information and outlines the rights of individuals whose data we hold.

2. Data Protection Principles

Forest & Play will ensure personal information is:

- Processed lawfully, fairly and transparently.
- Collected for specified, legitimate purposes.
- Adequate, relevant and limited to what is necessary.
- Accurate and kept up to date.
- Kept only for as long as necessary.
- Stored securely and protected from unauthorised access, loss or misuse.
- Processed in a manner that ensures appropriate confidentiality and security.

3. Responsibilities

The Director is the designated Data Protection Lead and is responsible for:

- Overseeing compliance with data protection legislation.
- Managing data protection concerns and breaches.



Data Protection, GDPR and Confidentiality Policy

- Responding to Subject Access Requests.
- Ensuring records are stored securely.
- Providing guidance and support to staff.

All staff, volunteers and contractors are responsible for:

- Maintaining confidentiality.
- Following data protection procedures.
- Reporting concerns, breaches or security incidents immediately.
- Accessing only information necessary for their role.

4. Confidentiality

Information relating to children, families, staff and volunteers will be treated as confidential.

Confidential information will only be shared:

- With the individual's consent where appropriate.
- Where required by law.
- To protect a child or vulnerable person from harm.
- With relevant professionals involved in supporting a child or family.
- To fulfil statutory safeguarding responsibilities.

Staff must not discuss confidential information outside of their professional role or with unauthorised individuals.

5. Information We Collect

Forest & Play may collect information relating to:

Children

- Personal details and contact information.
- Attendance records.
- Learning and development records.
- Medical, dietary and allergy information.
- Accident, incident and medication records.
- SEND and additional needs information.



Data Protection, GDPR and Confidentiality Policy

- Safeguarding and child protection records where applicable.

Parents and Carers

- Contact details.
- Emergency contact information.
- Funding and eligibility information.
- Payment and invoicing information.
- Correspondence relating to their child.

Staff, Volunteers and Contractors

- Recruitment records.
- References and suitability checks.
- DBS information.
- Employment records.
- Payroll and pension information.
- Training and supervision records.
- Health and safety information where required.

6. Lawful Basis for Processing

We process personal information under one or more of the following lawful bases:

- Legal obligation.
- Contract.
- Vital interests.
- Legitimate interests.
- Consent where required.

Where consent is relied upon, individuals may withdraw consent at any time.

7. Sharing Information

Information may be shared where necessary with:

- Ofsted.
- Local Authorities.



Data Protection, GDPR and Confidentiality Policy

- Children's Social Care.
- Health professionals.
- Schools and educational settings.
- Safeguarding partners.
- Payroll, pension and professional service providers.
- Other agencies where required by law.

Information will only be shared when there is a lawful basis to do so.

8. Information Security

Forest & Play will take reasonable steps to protect personal information by:

- Storing paper records securely.
- Restricting access to authorised individuals.
- Using password-protected electronic systems.
- Maintaining secure devices and software.
- Disposing of records securely when no longer required.

Staff must ensure confidential information is not left unattended, visible or accessible to unauthorised persons.

9. Subject Access Requests

Individuals have the right to request access to personal information held about them.

- Requests should be made in writing to the Data Protection Lead.
- Proof of identity may be required before information is disclosed.
- Forest & Play will respond to Subject Access Requests without undue delay and, in most cases, within **one calendar month** of receiving the request.

Where a request is particularly complex or involves a large volume of information, the response period may be extended by up to a further two months. Where an extension is required, the individual will be informed within the original one-month period and provided with the reasons for the delay.

Information will normally be provided free of charge unless a request is manifestly unfounded, excessive or repetitive, in which case a reasonable administrative fee may be charged in accordance with UK GDPR.

10. Data Breaches

Data Protection, GDPR and Confidentiality Policy



A data breach may include:

- Loss of confidential information.
- Unauthorised access to records.
- Accidental disclosure of information.
- Loss or theft of devices containing personal information.

Any actual or suspected breach must be reported immediately to the Director.

Breaches will be investigated and reported to the Information Commissioner's Office (ICO) where required.

11. Record Retention and Disposal

Records will only be retained for as long as necessary and in accordance with legal, regulatory and statutory requirements.

When records are no longer required, they will be securely disposed of by:

- Secure shredding of paper records.
- Permanent deletion from electronic systems.
- Secure disposal of electronic devices and storage media where applicable.

The setting will take all reasonable steps to ensure personal information cannot be recovered, accessed or reconstructed once it has been destroyed.

12. Individual Rights

Individuals have the right to:

- Be informed about how their information is used.
- Access their personal information.
- Request correction of inaccurate information.
- Request restriction of processing in certain circumstances.
- Object to processing where applicable.
- Request erasure where legally appropriate.
- Lodge a complaint with the Information Commissioner's Office (ICO).

13. Monitoring and Review

Data Protection, GDPR and Confidentiality Policy



This policy will be reviewed annually or sooner if legislation, guidance or operational practice changes.

Record Type	Retention Period
Child records	Until child reaches age 21 and 3 months
Accident records	21 years and 3 months
Staff personnel files	6 years after employment ends
Payroll records	6 years
Safeguarding records	In accordance with current safeguarding guidance and local safeguarding partnership requirements.
Complaints records	3 years minimum
Medication records	3 years

Approved By: Tracey Doidge, Director

Review Date: Annually

This policy was adopted on	Signed on behalf of the nursery	Date for review
17 th June 2026	Tracey Doidge	17 th June 2027