



Regent House Preschool

Reporting Adverse and Untoward Incidents Policy

1. Introduction

In order to work effectively the Preschool needs to gather and process relevant data about children, Parents/Carers, staff members, students and volunteers. This will be done in accordance with the principles of the Data Protection Act (1998). All staff are aware of the importance of strict confidentiality with regard to any personal data held by Regent House Preschool.

2. Data Controller

The Registered Person in Charge (Mr. M. Carville) is the Data Controller. The Registered Person in Charge will have responsibility of ensuring the requirements of the Data Protection Act are met and will have responsibility for reviewing and updating the Data Protection Policy.

3. Data Protection Principles

The Data Protection Act (1998) sets out eight principles.

Data must:

- i. be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met.
- ii. be obtained for a specific and lawful purpose and shall not be processed in any manner incompatible with that purpose.
- iii. be adequate, relevant and lawful and not excessive for those purposes.
- iv. be accurate and kept up to date.
- v. not be kept for longer than is necessary for that purpose.
- vi. be processed in accordance with the data subject's right.

vii. be kept secure from unauthorised access, accidental loss or destruction.

viii. not be transferred to a country outside the European Economic Area, unless that country has adequate levels of protection of personal data.

4. Data Collection

Only relevant personal data will be collected to ensure the effective running of the Preschool. The person(s) from whom it will be collected will be informed of its uses and of any possible disclosures that may be made.

5. Data Storage/Security

- Manual data will be stored in a secure place only accessible to those with a legitimate reason to view/use that data.
- Electronic data will be protected by password. If the computer is connected to the internet; a firewall system will be used.
- The computer will be positioned to ensure that information is not visible to a casual observer.
- Sensitive personal data e.g. medical records/child protection records/interview material will be stored using a locking system and access will be strictly limited and recorded.

6. Data Update

- Personal Data records will be collected and updated at the start of the Preschool year in August/September.
- Reminders will be issued to staff/Parents/Carers/others from time to time to ensure that any data held is up-to-date and accurate.
- Data held will be updated promptly on receipt of new information. If incorrect/out of date data has been disclosed to a third party, recipient will be informed of corrected data and this will be recorded.

Monitoring and evaluation

This policy will be reviewed and monitored in line with the Preschool's policy review schedule.

Reviewed:

14/05/23

Approved by BOG:

21/09/23