



Data Protection Policy

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Owner: Nursery Operations Team

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Policy statement

To give guidance as to what Data Protection is and how it affects Kiddie Capers Childcare

Procedures

We aim to achieve this by keeping relevant records on children and staff. These records may be filed onsite or archived at our Head Office, when the child/ staff member has left. Records will be kept for the regulated amount of time depending on the nature of the record.

Records shall be kept securely either by password protected computer systems or in the case of paper documents, locked away. Access to this information is only to be given to authorised suitable people in line with their job role.

Kiddie Capers Childcare is registered with the Information Commissioners Office, as part of the Data Protection Act 1998. **Our ICO registration reference is: ZA451146**

What is Data Protection?

- There are several key principles of Data Protection law, these are:
- Data may only be used for the specific purposes for which it was collected.
- Data must not be disclosed to other parties without the consent of the individual whom it is about, unless there is legislation or other overriding legitimate reason to share the information (for example, the prevention or detection of crime). It is an offence for Other Parties to obtain this personal data without authorization.
- Individuals have a right of access to the information held about them, subject to certain exceptions (for example, information held for the prevention or detection of crime).
- Personal information may be kept for no longer than is necessary and must be kept up to date.
- Personal information may not be sent outside the European Economic Area unless the individual whom it is about has consented or adequate protection is in place, for example by the use of a prescribed form of contract to govern the transmission of the data.
- Subject to some exceptions for organisations that only do very simple processing, and for domestic use, all entities that process personal information must register with the Information Commissioner's Office.

- The departments of a company that are holding personal information are required to have adequate security measures in place. Those include technical measures (such as firewalls) and organisational measures (such as staff training).
- Subjects have the right to have factually incorrect information corrected (note: this does not extend to matters of opinion)

This policy works with our confidentiality policy and the (DPA) Data Protection Act (1998) and where relevant the Freedom of Information Act 2000

Document history

Date	Version	Section	Details	Reviewed by
10/11/205	1.0		Creation of new policy	LE