

# Data Protection Policy



## Introduction:

1. The Data protection Act, 1998 addresses certain requirements for all organisations that collect & process personal data as part of their on-going business operations. Personal data is defined by: any information relating to an 'identifiable living individual; & will therefore, apply to the nursery's clients (children attending the nursery, and their parents/ carers), employees & suppliers.
2. The data protection Act, 1998 applies to any data recorded in a filing system that allows personal data to be easily accessed.
3. The data protection act, 1998 applies to records kept in hard copy (paper) format, and in computer files.
4. Our organisation is registered with Information Commissioner's Office (I.C.O)  
The I.C.O. upholds information rights in the public interest promoting openness by public bodies and data privacy for individuals.

Mid Annandale Playcare is committed to the enforcement of the following code of good practice in relation to the data it keeps on the children & its employees. In summary, data will:

- Be fairly and legal processed;
- Be relevant to the needs of the nursery setting;
- Not be unnecessarily excessive in detail;
- Be accurately maintained;
- Not be kept longer than necessary, or requires by law;
- Only be used in accordance with the individual's subject's rights;
- Be securely stored.

## CCTV

- Mid Annandale Playcare display signs to let service users know we are using CCTV. The signs are clearly visible and readable.
- CCTV is installed in the playroom and hallways. Cameras are not installed in changing rooms or toilets to respect privacy.
- Our CCTV system does not record sound.

Mid Annandale Playcare only keep the images for as long as necessary to meet the purpose of recording them.