

How We Use Your Data (GDPR) Policy 2019 Shiplake Village Nursery



Approved by:	The Governors of Shiplake CofE School and Shiplake Village Nursery	Date: 11 February 2019
Last reviewed on:	11 February 2019	
Next review due by:	11 February 2020	

Data Protection

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data we collect is:

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject (you and your family).
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects (you and your family) for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Our 'Privacy Notice' is available on our website and explains how we collect, store and use data and the type of data we collect.