

# Data Protection Policy

The company is required to process relevant personal data as part of its operation and shall take all reasonable steps to do so in accordance with this policy.

Processing may include obtaining, recording, holding, disposing, destroying or otherwise using data. The Company will endeavour to ensure that all personal data is processed in compliance with this policy and the principles of the Data Protection Act 1998.

Any information which falls within the definition of personal data and is not otherwise exempted will remain confidential and will only be disclosed to third parties with the consent of the appropriate individual or under the terms of this policy.

The Company may from time to time be required to process sensitive personal data regarding a child in our care. We will share this data where there is a legal obligation to do so such as in a child protection investigation.

The following must be adhered to at all times:

- Children's records must be kept in a locked cupboard or cabinet at all times.
- Staff must only have access to child data that is required to be used for the safety of the child, for example emergency contact numbers, care plan information etc.
- No personal records must be removed from site unless authorised by Central Office, for example Managers must not take records home.
- Record sharing can only take place with either the parents consent or on the authority of the Safeguarding Team.
- Any documentation that needs to be destroyed must be shredded.
- Documents that are required to be retained must be stored as per company guidelines.

If a parent wishes to find out what information we hold on their child, then they should request this in writing and there will be an administrative charge of £10.