



# Allsorts GDPR Policy

## Purpose

This policy outlines how Allsorts adheres to GDPR guidelines.

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## Procedure

Allsorts Childcare Data Protection Officer- Lucy Smale

GDPR gives individuals greater control over their own personal data.

All data collected must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed for unrelated or incompatible other purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
- Accurate and up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purpose for which the data was collected.
- Processed in a way that ensures appropriate security of the personal data including protection against unauthorised processing, accidental loss, destruction or damage using appropriate technical and organisational measures.

Allsorts have completed a data audit to assess all information taken and retained, and its purposes.

All staff have had in house training to explain GDPR and our responsibility with information.

Allsorts issues privacy notices for all families on enrolment, and all staff on induction.