Subsection: General Data Protection Regulations (GDPR)

Guidance Notes	Reflective Questions	Resources	Your Evidence
The General Data Protection Regulation (GDPR) replaced the Data Protection Act 1998. The regulation governs the way you collect, hold and share personal data and gives individuals greater control over their own personal information. The 7 privacy principles to follow under the GDPR are as follows: 1. You must have a lawful reason for collecting personal data and must do it in a fair and transparent way. 2. You must only use the data for the reason it is initially obtained. 3. You must not collect any more data than is necessary. 4. Data has to be accurate and there must be mechanisms in place to keep it up to date. 5. You cannot keep it any longer than needed. 6. You must protect the data. 7. You must be accountable for the data. All organisations that collect personal data need to register with the Information Commissioners Office. This includes child-minding businesses.	• Have all parents been issued with privacy notices? • When you share data with third parties, e.g. headcount information, is the method of data sharing secure? • Is access to personal data limited to those who are required to have access for their role? • Do you know the legal recommendations for retention periods of personal data after the child has left? E.g. accident forms, registration documents. • Are computerised personal records protected and encrypted? • Are paper personal records locked away securely? • If personal data is compromised in any way do you know what procedures must be followed for reporting and investigating? • When should you inform the ICO of the qualifying breach?	Q Cards: GDPR Training: Useful Links: PACEY – GDPR - all you need to know NDNA – GDPR for nurseries Early Years Allicance – preparing your early years setting for GDPR ICO – Information Commissioner's Office	Guidance note: Remember to date your evidence to allow you to revisit and review relevance.