

# Data Protection Policy

## Grass Roots Nursery Group: Data Protection

### Purpose:

To establish procedures for collecting, handling, and storing personal data at Grass Roots Nursery Group, ensuring compliance with data protection laws and protecting individuals' rights.

### Key Principles:

- **Lawful Processing:** Collect and process personal data fairly and lawfully.
- **Purpose Limitation:** Collect and use data for specific, explicit purposes.
- **Data Minimization:** Collect only necessary data and keep it up-to-date.
- **Accuracy and Security:** Ensure data is accurate, secure, and protected from unauthorised access.
- **Accountability:** Be accountable for data protection practices and demonstrate compliance.

### Context and Overview

Grass Roots Nursery Group collects and uses personal information about individuals, including customers, suppliers, business contacts, employees, and others. This policy outlines how we handle personal data to comply with data protection laws and protect individuals' rights.

### Data Protection Law

We comply with the General Data Protection Regulations (GDPR) 2018, which describe how organisations must handle personal information. This includes:

- Fair and lawful processing.
- Specific, lawful purposes for data collection.
- Adequate, relevant, and limited data collection.
- Accurate and up-to-date data.
- Data retention for only as long as necessary.
- Processing in accordance with individuals' rights.
- Appropriate security measures.

### People, Risks, and Responsibilities

- **Policy Scope:** This policy applies to all staff, volunteers, contractors, and suppliers working for or with Grass Roots Nursery Group.
- **Data Protection Risks:** This policy helps protect the company from risks like breaches of confidentiality, failure to offer choice, and reputational damage.
- **Responsibilities:** Everyone who handles personal data is responsible for ensuring it is handled appropriately. The board of directors and the Data Protection Officer (DPO) have specific responsibilities.

### General Staff Guidelines

- **Access Control:** Only authorised individuals can access personal data.
- **Data Security:** Use strong passwords, avoid sharing data informally, and protect data from unauthorised access.
- **Data Accuracy:** Ensure data is accurate and up-to-date.
- **Data Retention:** Delete or destroy data that is no longer necessary.
- **Seek Assistance:** If unsure about data protection, consult with a line manager or the DPO.

### Data Storage

- **Paper Records:** Store paper records securely in locked locations.
- **Electronic Data:** Protect electronic data with strong passwords, encryption, and regular backups.

- Personal data is managed securely online, in accordance with the statutory requirements of the General Data Protection Regulations (GDPR) and Data Protection legislation. This includes considerations given to the use of online learning journals and apps
- **Third-Party Services:** Evaluate and approve third-party services for data storage and processing.

#### **Data Use**

- Use personal data only for specified purposes.
- Avoid unnecessary disclosure of data.
- Encrypt data when transferring electronically.

#### **Data Accuracy**

- Take reasonable steps to ensure data is accurate and up-to-date.
- Update data as needed.
- Provide individuals with means to update their own information.

#### **Data Weeding**

- Delete or destroy inaccurate or outdated data.
- Consider regulatory requirements for data retention periods.

#### **Subject Access Requests**

- Individuals have the right to access their personal data.
- Respond to subject access requests within 30 days.
- Verify the identity of the individual making the request.

#### **Data Disclosure**

- Disclose data to law enforcement agencies only as required by law.
- Ensure requests are legitimate and seek legal advice if necessary.

#### **Providing Information**

- Inform individuals about how their data is used and their rights.
- Provide a privacy notice to staff and customers.

#### **Review and Updates**

- Review and update this policy annually to ensure it aligns with current data protection laws and best practices.

**By implementing this policy, Grass Roots Nursery Group demonstrates its commitment to data protection and ensures compliance with legal requirements.**