



THE PARKS PRE-PRIMARY

CONFIDENTIALITY & DATA PROTECTION

POLICY





1. Policy Statement:

The Parks Pre-Primary is committed to maintaining the confidentiality and protecting the personal data of all children, parents, staff, and other individuals associated with the school. We adhere to applicable laws and regulations regarding data protection to ensure the privacy and security of personal information.

2. Collection and Use of Personal Data:

- We collect and use personal data for legitimate and lawful purposes related to the operation of The Parks Pre-Primary, such as enrolment, communication, and record-keeping.
- Personal data collected may include names, addresses, contact details, emergency contacts, medical information, and other relevant information necessary for the well-being and safety of the children in our care.

3. Data Security:

- We implement appropriate technical and organisational measures to protect personal data from unauthorized access, loss, alteration, or disclosure.
- Access to personal data is limited to authorised personnel who have a legitimate need to access such information for the performance of their duties.

4. Confidentiality:

- All staff members, volunteers, and individuals associated with The Parks Pre-Primary are required to maintain strict confidentiality regarding personal data.
- Personal data should not be shared with unauthorised individuals or used for purposes other than those specified by the nursery school.

5. Data Retention:

- Personal data will be retained only for as long as necessary for the purposes for which it was collected or as required by applicable laws and regulations.
- When personal data is no longer required, it will be securely disposed of or anonymised to protect the privacy of individuals.

6. Parental Consent:

- We obtain parental consent before collecting, using, or disclosing personal data of children, except where permitted or required by law.
- Parents have the right to access, review, and request corrections to their child's personal data in accordance with applicable laws and regulations.

7. Third-Party Data Processors:

- We may engage third-party service providers or contractors who process personal data on behalf of The Parks Pre-Primary.
- Prior to engaging any third-party data processor, we ensure that appropriate data protection agreements and safeguards are in place to protect personal data.

8. Data Breach Response:

- In the event of a data breach or unauthorised disclosure of personal data, we will promptly investigate the incident, take necessary corrective actions, and notify affected individuals and relevant authorities as required by law.





9. Staff Training and Awareness:

- We provide training and guidance to staff members on the importance of confidentiality and data protection.
- Staff members are regularly reminded of their responsibilities and obligations regarding the handling of personal data.

10. Policy Review:

- This policy will be reviewed periodically to ensure its effectiveness and compliance with applicable laws and regulations.
- Any necessary updates or amendments to the policy will be communicated to all relevant stakeholders.

