

## **Policy 10 Data Protection**

YABC is required to keep and maintain certain records to comply with registration requirements under The 1989 Children Act.

We are registered with Data Protection Agency under the Data Protection Act 1998 and comply with its principles, which state that personal data must be:

- obtained and processed fairly and lawfully
- held for the lawful purpose described in the data user's entry
- used only for those purposes, and disclosed only to those people, described in the register entry
- adequate, relevant and not excessive in relation to the purpose for which they are held
- accurate and where necessary, kept up to date
- held no longer than is necessary for the registered purpose
- accessible to the individual concerned who, where appropriate, has the right to have information about themselves corrected or erased
- surrounded by proper security

All staff and parents must be aware of this policy and parents are required to sign to give their consent to the necessary information being held.

