

GDPR Changes Protocol



In view of the publicised changes to the General Data Protection Regulations (GDPR) 2016 we have reviewed our Terms and Conditions and have made a few changes. These changes are predominantly concerning applicant and application data, data protection legislation, Candystripe's obligations for protecting and processing data securely. From the 25th May 2018 the new GDPR will come into force. This means that Candystripe and our Customers have an obligation to process applicant and application data in line with new legislation meaning:

- Data must be **processed lawfully** in a clear, fair and transparent manner
- Data must only be **collected** for the purpose of childcare support and understanding of children's and customers' needs
- Data must be **adequate**, relevant and limited to what is necessary to perform the work we offer
- Data must be **retained** for as long as necessary once the service is ended
- Data must be **accurate** and kept up to date using the re-registration system in place each year and data archived appropriately and safely
- Data must be **processed securely** during all stages of the care and destroyed safely when appropriate.

Our applicants have additional rights under the General Data Protection Regulations 2016 which includes:

- Their right to be **informed** about their data
- Their right of **access** to their data
- Their right to have their data **rectified**
- Their right to have their data **deleted**
- Their right to **restrict** processing of data
- Their right to **object** to the processing of data
- Their right of **data portability** making it easier to access their information
- Their right to object to **automated decision making and profiling**.

We hold data about children in order to ensure their safety. This includes confidential data about them which is stored safely at all times to support us in completing our "Duty of Care". This data is only used in context with the care we offer them and is not used for any other purpose. The partners we work with include FIRST STEPS software, MICROSOFT, SAGE, TEACHERS2PARENTS, PENINSULA (BRIGHT HR) for staffing and EVERON IT who are all covered alongside our partnership bank HSBC. We save all our data on encrypted devices and within a cloud based storage system which is secured as part of the KNOW HOW CLOUD. We ask the same questions about all our children. If a parent decides they do not want to update certain fields, unless this has a detrimental effect on the child's care or any funding available, we will accept this. The info within our registration process is the only information we hold about children in our care.

The new Terms & Conditions will become effective from 25th May 2018, and can be found as part of our terms and conditions, which is being reviewed to put onto our website with all other policies in due course.

At Candystripe our mission is **to always care about getting it right**. Should you have any questions regarding these changes, please email info@candystripeinc.co.uk and this will be dealt with within 72 hours or within the Directors return from annual leave if not available.

Kind Regards,

Anna Robinson

Director and Chief Safeguarding Officer

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