

St. James' Church Pre-School

Data Protection Policy



All confidential information regarding children attending pre-school are held securely both on paper and on computer. All paper documentation is locked away in a secure cupboard at the end of each session. Computerised information is held encrypted on a secure online database, a copy of which (still encrypted) is stored on a separate secure online file repository. Access to this information is limited to those with a strict need to know basis. All details are accurately kept up to date.

Electronic Database

The computerised data are stored in a database residing on a server hosted by a company called "A Small Orange" whose registered address is:

A Small Orange
2500 Ridgepoint Drive, Suite 105c
Austin, TX 78754

Hosting is subject to the A Small Orange Terms of Service and Privacy Policy, stored with this policy, and available here:

A Small Orange Terms of Service: <https://asmallorange.com/terms/>

A Small Orange Privacy Policy: <https://asmallorange.com/privacy/>

Backup for Electronic Database

The database is backed up into a server hosted by a company called "Rackspace" whose registered address is:

Rackspace Ltd,
5 Millington Road,
Hyde Park Hayes,
Middlesex, UB3 4AZ

Company no: 03897010

Hosting of the backed up computerised data are subject to the:

Rackspace Cloud Terms of Service
<http://www.rackspace.com/information/legal/cloud/tos>

Rackspace Website Terms of Use
<http://www.rackspace.com/information/legal/websiteterms>

And the Rackspace Privacy Statement
<http://www.rackspace.com/information/legal/privacystatement>

Full technical details of the database are available in the documentation stored with this policy.

Parents and Carers of the children in our care are aware that we hold information about their children and understand what it will be used for. No information regarding individual children is passed on without parent/carer knowledge.

All personal information is deleted or destroyed as soon as Pre-School has no more need of it, under the guidance of The Pre-School Learning Alliance. This includes electronic data, which are deleted when the child turns 24 years of age.

This Document was upgraded to a Policy Document at a Committee Meeting held on 14 January 2014.

This Policy was last revised on 18 January 2016.

Signed by on behalf of St. James' Church Pre-School.