

## **Data Protection Policy**

Crèche Cois Laoi will collect, manage and disclose personal information in accordance with all relevant legislation and standards in particular the requirements and principles of the Data Protection Act 1988 and the Data Protection (Amendment Act) 2003.

### **Aim**

- To collect personal information as is reasonably required for operational purposes
- To take reasonable steps to ensure that personal information is relevant, not excessive, accurate, up to date and ensure that data collected does not unreasonably intrude on the personal affairs of individuals
- To only collect personal information for lawful purposes
- To collect personal information from the child/parent/staff to whom it relates
- To notify parents concerned when it collects personal information either at the time of collection or as soon as practicable
- To retain personal information for no longer than is necessary and dispose of it lawfully
- To protect personal information from loss and unauthorised access, use, modification or disclosure, or other misuse
- To not disclose personal information outside the Crèche except where
  - a) The subject of the information has consented to the disclosure, or has been notified of the likelihood of the disclosure
  - b) Crèche Cois Laoi is required by legislation, court order or other legal enforceable instruments and the request is in an appropriate written form
  - c) Disclosure is reasonably believed to be necessary to prevent or lessen a serious threat of life or health of any person

**In no other circumstance will personal information be disclosed**