

HAPPY LITTLE PEOPLE

DATA PROTECTION POLICY

The service will ensure that the storage and processing of personal information (e.g. customer/children membership details), complies with the **1998 Data Protection Act**.

There are eight data protection principles that the Proprietor/Management Committee/Lead Practitioner must enforce.

These state that the information must be:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive • accurate
- not kept longer than necessary
- processed in accordance with the rights of the individual whose information is being held
- held securely
- not transferred without adequate data protection (Adequate that is, in relation to the sensitivity of the particular data.)