



General Data Protection Regulation Policy

All Aberdeenshire Council employees are required to comply with Aberdeenshire Council General Data Protection Guidelines. All staff at Insch School have a duty to complete online GDPR training modules on ALDO. This is recorded in the staff CPD folder.

In summary, we use the six Data Protection Principles to guide our use of data.

1. Lawfulness, fairness and transparency

The information we hold relating to children and families will be used in a non-discriminatory manner. Parents/carers are entitled to view the contents of their child's folder at any time.

2. Purpose Limitation

We only ask for details which are relevant to the care of the children. All details are kept within each child's individual folder which is stored in a locked filing cabinet within the setting.

3. Data Minimisation

As detailed above, we only ask for data which is relevant to the care of the children.

4. Accuracy

The children's personal information and contact details are checked and updated by parents/carers every year. Parents/carers are asked to inform staff of any changes as and when they arise to ensure details are kept accurate.

5. Storage Limitation

When the child leaves the setting, the folder and its contents will be passed on to the setting they are transitioning to.

6. Integrity and Confidentiality

All details are kept within each child's individual folder which is stored in a locked filing cabinet within the setting.

If anyone is unsure about whether or not something is a data protection breach, they should contact dataprotection@aberdeenshire.gov.uk

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