

# GDPR

## Wales PPA's GDPR Top Tips

May 2018

GDPR is just as much a work in progress to us as it is to you. We too, are learning all the time.

Which is why we have put together this document - our top tips for GDPR. It contains a list of pointers that we most certainly have found useful in our own work, and useful snippets of information we have picked from elsewhere.

We will be adding to it over time, so please check back occasionally.

1) Register with the [Information Commissioners Office \(ICO\)](#)

### Why?

**Compliance:** It is a legal requirement

**Transparency:** If you can demonstrate that you are registered with ICO it shows them that you're taking your responsibilities seriously

2) Sign up to the [ICO newsletter](#) it will give you the most up to date information

3) Don't forget GDPR applies to your employees as well as the children in your care, make sure that you have applied the principles of GDPR to your staff contracts and application forms

4) **Staff training:** Staff must be trained at least every two years, this can be done in house e.g. as part of a staff meeting

5) Staff must understand and comply with the principles of the GDPR – everyone is responsible

6) **Visitors:** Can visitors see anything they shouldn't? do you have visible white boards or charts in your setting that has personal data on them? i.e. diet, medical needs etc

7) **Contractors:** Make sure all your contractors (such as accountants, cleaners, IT consultancies) or anyone that has potential access to the data that you hold, sign up to confidentiality and privacy policies

8) **Are you following all the relevant legal guidelines?** Childcare Regulations Act,

NMS, Health and Safety Executive, Insurance, HMRC

9) **Retention Policies:** It is crucial that you have retention policies and that you are following them through. Make sure that you're disposing of personal data that you no longer have the lawful basis to keep. Ensure that you delete electronic data as well as paper data. You must ensure that disposal is done in a secure way.

10) Ensure that all your policies are GDPR compliant particularly your **Data Policy**, **Confidentiality Policy** and **Privacy Policy**. See our guidelines on our dedicated [web page](#)

11) You should follow what is set in law such as legal requirements for insurance, finance, employment and Health and Safety. Details for how long you should keep documents for will be on the relevant bodies websites.

12) **The Childminding and Day Care (Wales) Regulations 2010 state that:**

**Part 5 Regulation 30 – Keeping of**

## records

**30.**(1) Subject to paragraph (2), the registered person must—

(a) maintain and, whilst relevant children are being cared for by the registered person, keep at the relevant premises, records in relation to the matters specified in Schedule 3;

(b) preserve every entry in the records specified in paragraphs 1 to 9 of that Schedule for a period of **three years** from the date on which the last entry was made; and

(c) make the records available for inspection by the Welsh Ministers at their request.

For more detailed information about implementing the GDPR visit <http://www.ico.gov.uk/>



Wales *Pre-school*  
*Providers* Association  
Cymdeithas *Darparwyr*  
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