

**WRITTEN QUESTION TO THE MINISTER FOR CHILDREN AND HOUSING
BY DEPUTY M.R. HIGGINS OF ST. HELIER
ANSWER TO BE TABLED ON TUESDAY 25th FEBRUARY 2020**

Question

Will the Minister explain to members how Government officers supporting his portfolio and functions ensure that the working practices required to administer these functions are compliant with the Data Protection (Jersey) Law 2018, including specifically to ensure that childcare records are accurate and up to date?

Answer

CYPES follows a data protection framework. The framework outlines a process of audit inspection and review, training and compliance statements completed to help ensure the accuracy of any data collected, processed and/or shared. Additionally, a high-level data protection action plan sets out the responsibilities and accountabilities of accountable officers within the department. The framework allows for bespoke training to be administered to all areas of the business.

All CYPES employees undertake mandatory training upon employment. Any information collected, processed and/or shared via a non-statutory function is underpinned through a data sharing agreement and/or memorandum of understanding and/or a contract/standard level agreement. Children's records are kept on a central database with limited access. School pupils' files are kept on a central Management Information System (MIS) database and are continually updated.

A self-evaluation process of health checks and analysis identifying specific areas for improvement is completed and reported to the department's leadership team (DLT) for internal challenge and scrutiny. The outcomes from this process inform the decision-making process and the development of the department's high-level plans and projects.