



## **Data Protection – Access to Personal Records**

### **Purpose of Policy**

To ensure that where information is stored or processed, steps are taken to ensure that this information is stored or processed in accordance with the Data Protection Act 2018. Little Dreams Nursery is committed to keeping personal information about children, parents, carers and staff as secure as possible.

### **Who is Responsible?**

It is the responsibility of all members of staff to ensure that personal information about children, parents and carers and colleagues is not shared with individuals outside the setting. The Nursery Director has overall responsibility to ensure that all personal information is kept safe and secure and in compliance with the General Data Protection Act 2018.

### **How is Personal Information Stored?**

Personal information, including:

- Children's details such as name, address, date of birth, class, school, and medical information
- Parents/carers' information such as name, address, telephone numbers, and bank details
- Staff information such as name, address, telephone numbers, bank details, national insurance number, and qualifications

Other information, including:

- Accident Records
- Incident Records
- Restraint Records
- Administration of Medication Records

May be stored in 2 forms:

1. Paper: paper copies of personal information are stored in a locked cupboard or cabinet, which has limited access to staff members and no access for parents. Parents should feel secure that their information and information about their children is not accessible to anyone apart from themselves and the staff.
2. Computer: any information that is stored on a computer will be held in accordance with the Data Protection Act 2018. Parents/carers will be asked for their permission to store their personal details on a computer when registering their children. Access to information stored on the computer is limited to staff members, all computer settings are password-encrypted, and only staff members are in possession of the password. If any parent/carer would like access to their information stored on a computer, then they must be accompanied by a member of staff who will display only the requisite information and will remain in the room with the parent to ensure data protection for all other families.

If you have any questions about this policy, please do not hesitate to contact the nursery manager or director, who will be happy to advise you.

All parents/carers should note that in the event of a child protection concern, information about children and their families may be shared with the relevant agencies without the consent of parents/carers.