



## **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 and 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 manager or deputy manager in her absence 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 and 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 setting staff.
2. Computer: any information that is stored on 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 computer when registering their children. Access to information stored on computer is limited to staff members, all setting computers are password encoded and only staff are in possession of the password. If any parent / carer would like access to their information stored on 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 deputy manager who will be happy to advise you.

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