

## Data Protection Policy

This policy is intended to ensure that personal information is stored or processed in accordance with the Data Protection Act 1998 and anticipates the General Data Protection Regulations 2018 (GDPR) which become law on 25th May 2018.

Processing may include obtaining, recording, holding, handling, disclosing, transportation, destroying or otherwise using the personal and sensitive personal data it holds on all Staff, parents and children.

The EYFS requires Sunny Socks to maintain records and obtain and share information (with parents and carers, other professionals working with the child, the police, social services and Ofsted) to ensure the safe and efficient management of the nursery, and to help ensure the needs of all children are met.

It is the responsibility of all members of staff to adhere to this policy. The nursery manager has the overall responsibility to ensure that all personal and sensitive data is kept safe and secure and in compliance with legislation.

In line with the statutory guidance provided by the Early Years Foundation Stages Framework we collect the following information on our registration form that is completed for every child entering the nursery:

Child's full name, date of birth, medical information, name and address of every parent and/or carer who is known to us and information about any other person who has parental responsibility for the child, who the child normally lives with and emergency contact details for parents and/or carers.

Other information we hold includes:

Signed consent forms, correspondence about the child or family, reports or minutes from meetings about the child from other agencies, children's daily registers, daily records such as nappy changing, sleep times, administration of medicines and pre-existing injuries, accident and incident reports, an ongoing record of contact with parents, observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters, development records such as observations of children against the early year learning goals. Development records include photographs, samples of work and summary reports. These records are usually kept in the nursery rooms, and can be accessed, and contributed to, by staff, the child and the child's parents. For children who receive funding we also hold the parents National Insurance number and proof of identification.

We also keep records and documentation for the purpose of maintaining our business. These include records relating to our registration, landlord/lease

documents and other contractual documentation relating to amenities, services and goods, financial records, health and safety and risk assessments, employment records of staff including their name, home address and telephone number, bank details, national insurance numbers DBS checks, references and qualifications. The names, addresses and telephone numbers of anyone else who is regularly in contact with children.

### **Procedures**

Children and staff records are kept securely and confidentially in lockable filing cabinets.

Records are only accessible and available to those who have a right or professional need to see them.

Any information that is stored on a computer is protected by a password.

The manager is responsible for ensuring confidential records are kept securely.

Any request for information relating to a member of staff or child must be passed directly onto the manager.

All records are kept in an orderly way in files and filing is kept up-to-date.

All records are archived and held securely in an off-site storage facility.

It is our intention to respect the privacy of children and their parents and carers.

We understand the need to protect the privacy of children in our care and the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

We aim to ensure that all parents and carers can share their information in confidence and that it will only be used to enhance the welfare of their children.

Parents will only have access to the files and records of their own children. Parents are not allowed to have access to information about any other child.

Parents will be accompanied by the Manager of the setting to view their information.

Staff will not discuss personal information given by parents with other members of staff, except where it affects planning to meet the child's needs. Our staff induction includes an awareness of the importance of confidentiality.

Third parties will be contacted by letter stating that a request for disclosure has been received and asking for their permission to disclose to the person requesting it. Copies of these letters are retained on file. Third parties include all

family members who may be referred to in the records, also workers from any other agency, including children's social care, the health authority, etc. It is usual for agencies to refuse consent to disclose, preferring the individual to go directly to them.