

ACCESS OF STORAGE & INFORMATION POLICY



FEBRUARY 2020

| This policy was adopted on | Signed on behalf of the nursery | Date for review |
|-----------------------------------|--|------------------------|
| 24 th February 2020 | L Jessiman | February 2021 |
| Reviewed September 2021 | L Jessiman | September 2022 |

EVELINE DAY NURSERIES

Head Office, 30 Ritherdon Road, Tooting SW17 8QD
info@evelinedaynursery.com 0208 672 7549

Access and Storage of Information

EYFS: 3.68 – 3.71

At The Eveline Day Nurseries Ltd we have an open access policy in relation to accessing information about the nursery and parents' own children. This policy is subject to the laws relating to data protection and document retention.

Parents are welcome to view the policies and procedures of the nursery which govern the way in which the nursery operates. These may be viewed at any time when the nursery is open, simply by asking the nursery manager. The nursery manager or any other relevant staff member will also explain any policies and procedures to parents or use any other methods to make sure that parents understand these in line with the nursery's communications policy.

Parents are also welcome to see and contribute to all the records that are kept on their child. However, we must adhere to data protection laws and, where relevant, any guidance from the relevant agencies for child protection.

As we hold personal information about staff and families, we are registered under the general data protection regulations with the Information Commissioner's Office. A copy of the certificate can be viewed at every nursery foyer and the Dropbox. All parent, child and staff information is stored securely according to the requirements of data protection registration, including details, permissions, certificates and photographic images. We will ensure that staff understand the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

The nursery's records and documentation that are required to be kept and stored by current legislation are stored in accordance with minimum legal archiving requirements. We currently archive these records for at least 25 years to ensure we are covered for any child protection concerns.

Nursery records and documentation that are not required to be kept are deleted or destroyed in line with the current data protection laws and our Privacy Notice which can be found on the Eveline Day Nurseries website.

If parents have a specific deletion or retention request regarding any data that we hold, please raise a query in writing and we will respond formally to your request.

This policy will be reviewed annually and amended according to any change in law/legislation.