

Information Storage – Data Protection

Stalbridge Pre-schools aims to ensure that all information held regarding children, their families, staff, committee members, volunteers and students is held in a safe manner and in line with Data Protection legislation (Data Protection Act 1998), we aim to ensure that data held is accurate and up to date, and only used for the purposes required to meet the legal requirements of Ofsted and other authoritative bodies.

Stalbridge Pre-School is registered with the 'Information Commissions Office', Reg Ref: ZA070854

Stalbridge Pre-School will:

- Only retain and use information for the purposes required to meet the necessary requirements of Ofsted and the Early Years Framework.
- Ensure confidential information is stored securely and only accessible by necessary persons – locked cabinet (accessed by manager only) and locked office when the setting is closed.
- Only store information for the use of pre-school on password secure pc's and devices.
- Only retain information for as long is necessary to meet legal requirements.
- Request parents/carers permission to publish photographs for the purposes of the preschool as set out in the Registration Form.
- Request permissions from all persons before sharing any information we hold, unless it is to prevent a child from being harmed or we are legally required by law to do so.
- Include a 'Fair Processing Notice' in the pre-school prospectus.
- Dispose of information at the end of retention periods responsibly – Shredding or Burning.

Types of information stored:

Children:

- Registration Forms – Names, DOB, Address, Religion, Ethnicity, Medical.
- Attendance records.
- Learning Journey's – developmental records, photographs, observations.
- Information received from parents/carers to support the welfare and education of their child.
- Information received from outside agencies to support the welfare and education of children.
- Transition information received from previous Early Years settings.

Parents/carers:

- Registration Forms - Names, Address, Contact details, Religion, Ethnicity.
- Bank Account details – For the purposes of paying fees via direct debit or cheque.

Staff:

- Address and contact information, emergency contacts.
- Criminal Record Bureau and Data Barring Service disclosure numbers.
- Copy of 'Statements of Employment'
- Financial details – wage information, banking details.
- CRB/Health/Criminal Convictions declaration forms.
- Appraisal records - records held in relation to working practice, including any written warnings.
- Training record
- Medical information – doctors certificate/medical appointments

Committee Members:

- Records held as 'parents/carers' if child attends the pre-school.
- Criminal Record Bureau and Data Barring Service disclosure numbers.

Students/volunteers:

- Address and contact information, emergency contacts.
- Information received from training service.
- Criminal Record Bureau and Data Barring Service disclosure numbers.

Confidentiality: Staff, Committee Members, Students and Volunteers are asked to sign a confidentiality form, agreeing to hold all information learnt during their time with Stalbridge Pre-School confidential.

This policy cross references to the following policies: Safeguarding Children, Confidentiality, Social Networking.

This Policy was adopted at a committee meeting on:

Signed: _____ Role: _____ Date: _____

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