

Data Protection Policy

I am registered as a Data Controller under the Data Protection Act 1998. I have undertaken relevant training including “Information Sharing”.

Personal information about families, including children’s files, is stored in lockable filing cabinets. Electronically stored data is password protected using strong passwords and, where possible, devices storing electronic data are locked away. Firewall and virus protection is kept up to date.

Parents can view the information I hold about their family by appointment at a mutually convenient time. Parents may request, in writing, a copy of their child’s records. A fee may be charged in respect of the administration costs in producing a copy.

I am required to keep some information about your child for up to a maximum of 21 years. This includes information about accidents, incidents and attendance records. Financial information is kept for up to 7 years. Daily diaries and development records are kept for up to 4 years after the child has left the setting.

Documents are disposed of appropriately using a cross cut shredder and/or incinerator. Data stored electronically is deleted as securely as possible. Because it is still possible to retrieve deleted data, extra care is taken with the disposal of devices which have been used to store information electronically.