

Tiddlywinkers Day Nursery Policy on Data Protection

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 1998. Tiddlywinkers is committed to keeping personal information about children, parents/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/carers and colleagues is not shared with individuals outside the setting. The Manager has overall responsibility to ensure that all personal information is kept safe and secure and in compliance with the Data Protection Act 1998

How is information stored?

Personal information including:

- Children's details such as name, address, date of birth, class and school, and medical information
- Parents information such as name, address, telephone number 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 filing 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 staff
2. Computer: any information that is stored on computer will be held in accordance with the Data Protection Act 1998. Parents 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 protected

and only the Manager is in possession of the password. If any parent 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 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