**DATA PROTECTION POLICY**

We aim to maintain records, policies and procedures required for the safe and efficient management of the setting and to meet the needs of the children.

We ensure that records relating to children are accurately maintained and held in accordance with the legal requirements detailed in the Data Protection Act 1998, Freedom of Information Act 2000 and General Data Protection Regulation 2018.(GDPR)

- Parents are given free access to developmental records about their child, for example, Learning Book.

- An exception to this may be in exceptional circumstances where data protection laws stipulate it is against the best interests of the child to do so.

- Comments from parents are incorporated into children’s records.

- Written requests are made to share information from third parties.

- At Park Nursery we take into account data protection rules when disclosing records that refer to third parties.

- We keep records of the following information for each child in our care – full name; date of birth; name and address, and work place if applicable, of parents/carers; emergency contact details, health/medical details and any additional needs for each child.

- Where appropriate, records are kept and the following information submitted to the Local Authority about individual children receiving the free entitlement to Early Years Provision as part of the Early Years Census – full name; date of birth; address; gender; ethnicity; special educational needs status; the number of funded hours taken up during the census week; the total number of hours taken up (funded and non funded) taken up at the setting during the census week and parents National Insurance Numbers.

- The following information and documentation is kept – name address and telephone number of the provider and any other persons employed on the premises; a daily record of the names of the children looked after on the premises, their hours of attendance and the names of their key workers.

- The certificate of registration is displayed at all times.

- A record of all risk assessments clearly stating when it was carried out, by whom and any action taken following an incident is kept.

- Records are available for inspection by Ofsted.

- Copies of inspection reports are made available to all parents.

- Records relating to individual children are retained for a reasonable period of time after the children have left the setting, for example, three years.

- Confidential information will be stored in a suitable secure area. Records on staff and children will only be accessible to those who have a right or professionals to need to see them.

- All staff are aware of the need for confidentiality.

- Any confidential information will be shredded and disposed of appropriately.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_