

**Data Handling Policy**

This policy covers the Data Protection principles and an individual’s rights as set down in the Data Protection Act 1998.

To ensure that where data is stored or processed steps are taken to ensure that this data is stored or processed in accordance with the data protection act 1988. Woodlands Day Nursery & Preschool is committed to keeping personal information about children, parents and carers and staff as secure as possible.

It is the responsibility of all members of staff to ensure that personal information about children, parents and carers and colleagues is not shared outside the nursery setting. The nursery manger/ owners have overall responsibility to ensure that all personal information is kept safe and secure and in compliance with the Data Protection Act 1988.

In particular, individuals must observe the following rules:

 • Electronic storage of such material should be password protected

 • Paper copies of personal data must be held in secure cabinets

 • Information should be labelled as ‘personal’

 • Individuals must not disclose personal information except to authorised colleagues

 • Particular care must be taken when exchanging information with third parties.

 • Information must not be used for purposes other than that for which it was intended

 • If records are taken off site (e.g. on laptops), appropriate security measures should be taken (e.g. laptops should never be left unattended in vehicles, and they should be stored security off site)

 • All employees/ students/ volunteers must sign a confidentially agreement

• Where paper based documents are removed from records these must be confidentially shredded. • Personal data should not be retained for longer than necessary

 • Memory sticks will be only used by authorised people and will be stored securely when not in use.

**How is data stored?**

Data which may be held includes the following:

• List of names, addresses and home telephone numbers and emergency contact numbers of children attending and staff/ volunteers/ students whether on spreadsheet or paper

 • Paper or computer based employee files containing employment records, bank account details and national insurance numbers

• Training records of staff

• Performance records of staff

• Information contained on e-mail which may mention the individual’s name

• Laptop computers holding personal data

• Children’s assessment / observation records

• Information provided to, or received from, external sources

• Photographs

• Incident reports

• Accident Records

This list is not exhaustive and will be subject to change

 **May be stored in 3 forms;**

**Paper:** paper copies of personal information are stored in a locked cupboard or cabinet which has limited access to staff members and no access for parents. Parents should feel secure that their information and information about their child/ children is not accessible to anyone apart from themselves and setting staff.

**Computer/ Tablet/ Laptop:** any information that is stored on a computer will be held in accordance with the Data Protection Act 1988. Parents will be asked for their permission to store their personal details on the computer when registering their child / children. Accessed stored on the computer is limited to staff members, all setting computers / tablets / laptops are password protected and only management have access to the passwords. If any parent would like to access their information stored on the computer then they must be accompanied by a member of staff who will only display the requisite information and will remain in the room with the parent at all times to ensure data protection to other families.

**Mobile Phones:** Woodlands Day Nursery & Preschool ask that parents give us permission to store a contact telephone in the setting mobile phone, this is to ensure that when the setting is escorting the children on trips and outings a contact number is available for all parents and carers. Parents will be asked for their permission when registering their child / children. Parents should be aware that only setting staff have access to the mobile phone.

**Sharing of information**

Information and sharing is essential to meet the needs of the children and families who attend. Data may therefore be shared with and may be obtained from:

• Staff members /students /volunteers

 • Schools • Local settings

• External agencies such as Local Safeguarding Children’s Board, local Authority etc

If you have any questions with regards to this policy please do not hesitate to contact the nursery manager / owners who will be happy to help.

**All parents should note that in the event of a child protection concern information about children and their families may be shared with the relevant agencies without the consent of parents.**