

# **Transporting Electronically Recorded Information – Procedure and Risk Assessment**

## **Procedure (Laptops)**

1. Children's personal information is stored electronically with parent/carer's permission on laptops that can only be accessed by a member of the management team.
2. Laptops will be taken away from the premises for administration and updating purposes by a member of the management team only.
3. Laptops must be transported out of sight in the boot of a manager's car and are taken straight to a safe place of dwelling where they are stored securely.
4. Laptops must be password protected, for the sole use of the password holder only and never left unattended when logged in.
5. All information recorded is kept to a minimum and children are only referred to by their christian name on the majority of documents.
6. Personal information relating to a child is deleted from electronic records when a child no longer attends the setting.
7. Laptops are subject to periodic checks by another member of the management team at any time without prior notice.
8. The history on all Laptops belonging to the setting must not be deleted.

## **Procedure (Tablets)**

1. Tablets may be taken away from the premises, by a member of the management team only, for the sole purpose of uploading photographs and/or videos to a child's Tapestry journal. Tablets will only be removed from setting if absolutely necessary in the event of needing repair, or in the event of continuous poor internet coverage within the setting. Action must be taken to resolve internet coverage issues before a device is removed from the setting.
2. Tablets must be transported out of sight in the boot of a manager's car and are taken straight to a safe place of dwelling where they are stored securely.
3. Tablets must be pin protected, for the sole use of the pin holder only and never left unattended when logged in.
4. Tablets must be signed in and out of the setting, via the Tablet Log. The purpose of removal must be recorded, the Gallery of the device checked, and the number of photographs/videos to be uploaded, listed and countersigned by a second member of the management team.
5. On return, the history recorded on the device must be checked by another member of the management team and the Tablet Log must be signed by them as proof of this check.
6. The history on all Tablets belonging to the setting must not be deleted.

**Further information regarding the use of Tablets/Hudls can be found in our additional risk assessment for Tablets and Hudls and in the Rules for Tablets and Hudls which is displayed in setting.**

### **Risk Assessment (Laptops and Tablets)**

**Risk Identified...** Breach of security regarding children's personal information

**Who is at risk?...** Children and their parents/carers

**Level of risk...** Medium (Laptops) High (Tablets)

**Precautions already taken...** Procedure in place, children referred to by christian name only where possible on laptops and all information, on both Laptops and Tablets, relating to a child is removed when the child no longer attends the setting.

**Action required (by whom)?...** All management in possession of a Laptop/Tablet must follow the procedure stated above and ensure the password/pin they use is known only to themselves. Management must also ensure that all personal information relating to a child is kept to a minimum when being recorded electronically.

We comply with General Data Protection Regulations (**GDPR**), please see our **Privacy Notice** for further details and our **Data Audit** document for information relating to data retention periods.

Version	Changes made	Author	Date
1.0	Baseline version	Lyn D	2 <sup>nd</sup> Oct 2015
1.0	Reviewed, no changes made	Lyn D	10 <sup>th</sup> Aug 2016
1.1	Paragraph added relating to the transportation of Tablets  Reference to the history of devices being checked	Lyn D	30 <sup>th</sup> Nov 2016
1.2	4) & 5) Reference to newly implemented Tablet Log (replacing old Tablet Log Books)	Lyn D	26 <sup>th</sup> Jan 2017
1.3	Additional paragraph in bold added under Procedure (Tablets)	Lyn D	1 <sup>st</sup> June 2017
1.4	Tablets 1) Change of wording to ensure Tablets are only removed if absolutely necessary	Lyn D	3 <sup>rd</sup> Feb 2018
1.5	Statement added to reflect introduction of GDPR	Lyn D	12 <sup>th</sup> June 2018
1.5	Reviewed, no changes made	Lyn D	4 <sup>th</sup> May 2020