

Protection of Information Policy

Statement of intent

It is our intention to ensure our confidential information and records about staff and children are held securely and only accessible and available to those who have a right or professional need to see them.

Aim:

We (The Management) maintain records and obtain and share information with parents/carers and other professionals working with the child and their family. We aim to ensure the safe and efficient running of the setting, which would ensure that the needs of all the children and their families are met.

The legal framework for this policy is:

- General Data Protection Regulations (GDPR) 2018
- Freedom of Information Act 2000
- Limitation act 1980

Further guidance:

- Statutory Framework for the EYFS 2021

Methods:

To maintain the protection of confidential information and records about staff and children, we ensure the following:

1. Children's records are kept in a locked filing cabinet within the setting and can be easily accessed by a member of staff at all times
2. Personal information recorded electronically is stored on laptops that are password protected and can only be accessed by a member of the management team
3. Laptops/Tablets will be taken away from the premises for administration and updating purposes by a member of the management team only and are risk assessed and secure before being removed (see Transporting Electronically Recorded Information policy)
4. The management ensure that all staff understand the need to protect the privacy of the children in our care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality
5. The management ensure that all staff follow our protection of information procedure to safeguard all information recorded electronically
6. All records are held confidentially and maintained with regard to the framework of the GDPR 2018. (Please see our **Data Audit** document for information relating to data retention periods)

All the undertakings above are subject to the paramount commitment of the pre-school, which is to the safety and wellbeing of our staff, our children and their families.

We record and share information about children and their families in line with the GDPR 2018, please see our privacy notice for further details.

Our Privacy Notice for Parents and Carers is available on our website and a hard copy is also available in setting.

We will be open and honest with our children's families from the outset about why, what, how and with whom information will, or could be shared, and will seek their consent unless it is in relation to a safeguarding concern, for which we have a legal obligation to do so.

Please see also our policies on Confidentiality and Safeguarding children.

Version	Changes made	Author	Date
1.0	Baseline version	Lyn D	31 st Dec 2015
1.1	Removed reference to children's Learning Journals due to the introduction of Tapestry in Sept 2016 (online observations)	Lyn D	9 th Aug 2016
1.2	3) Change of wording to reference Transporting of Recorded Info policy	Lyn D	16 th Jan 2017
1.3	Amended to reflect EYFS updated 2017	Lyn D	2 nd Aug 2017
1.4	Reference to Limitation Act Reference to EYFS updated to reflect changes Feb 18	Lyn D	12 th June 2018
1.5	Amended due to introduction of GDPR	Lyn D	6 th Aug 2018
1.5	Reviewed, no changes made	Lyn D	28 th Jan 2020
1.6	Further guidance: amended to reflect EYFS Statutory Framework update 2021	Lyn D	27 th July 2021