



## Access and Storage of Information Policy

EYFS: 3.68 – 3.71

We believe that an open access policy is the best way of encouraging participation.

Parents are welcome to view the policies and procedures file, which governs the way in which the setting works. These can be viewed at any time during opening hours, simply by asking the manager or by accessing the file in the main play area, or on the Spice Childcare website.

Parents are also welcome to see and contribute to all the records that are kept on their child; however the setting will adhere to Data Protection laws. The setting ensures that it is registered in regard to data protection with the Information Commissioner's Office.

All parent, child and staff information is stored securely according to Data Protection including registration details, permissions, certificates and photographic images. We ensure all staff understand the need to protect the privacy of the children in their care, as well as the legal requirements that exist to ensure information is handled confidentially.

Records and documentation are kept and stored in accordance to the minimum legislative archiving time. We currently archive records for at least 21 years and 3 months.

The setting is governed by the The Disability Act, Equality Act 2010 and the Freedom of Information Act 2000. This entitles you to ask any public body for all the information they have on you. The organisation must provide you with the information within 20 days of your request, unless, the information that you have requested can be withheld in line with the Freedom of Information Act 2000 or there is good reason why it cannot be released. Your request will be handled under The Data Protection Act.

This will be reviewed annually and amended according to any change in law/legislation.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
October 2016	Cheryl Adams	September 2017