

# Access and Storage of Information



EYFS: 3.68 – 3.71

At **Coalway Early Years** we have an open access policy in relation to accessing information about the nursery and parents' own children. This policy is subject to the EU 'General Data Protection Regulation' (GDPR) laws for data protection and document retention effective from 25<sup>th</sup> May 2018.

Parents are welcome to view the policies and procedures of the nursery which govern the way in which the nursery operates. These may be viewed when the nursery is open, simply by asking the nursery office staff for access to our file, or can be viewed at any time via the nursery website. The nursery manager or any other relevant staff member will also explain any policies and procedures to parents or use any other methods to make sure that parents understand these.

Parents are also welcome to see and contribute to all the records that are kept on their child. However, we must adhere to data protection laws and, where relevant, any guidance from the relevant agencies for child protection.

All parent, child and staff information is stored securely according to the requirements of GDPR including details, permissions, certificates and photographic images. We will ensure that staff understand the need to protect the privacy of the children in their 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.

The nursery's records and documentation are kept and stored in accordance with any legal archiving requirements and current advice in respect of document retention. We are happy to share this information with any relevant parties on request. All parents are required to sign a 'Privacy Agreement' at the point of registration which explains how we will comply with GDPR in respect of personal data, and parents' rights associated with this. Staff and committee members will also be required to sign a 'Privacy Agreement' which explains how we will comply with GDPR in respect of their personal data, and their rights associated with this.

The **Data Protection Lead** for 'Coalway Early Years' is **Jo Young**.

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

<b>This policy was adopted on</b>	<b>Signed (nursery manager)</b>	
	<b>Signed (Chair or Committee)</b>	
		<b>Date for review</b>

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