



12. DATA PROTECTION & SHARING OF INFORMATION POLICY

Forest Row Community Pre-School has a duty to maintain records and obtain and share information. The aim of this policy is to ensure that parents understand their right to see information held about their child, and to ensure that parents understand what information is kept and who may have access to it. Records are kept securely but are easily accessible to the appropriate persons. All record keeping meets the legal requirements within the framework of the Data Protection Act 1998 and the Human Rights Act 1998.

General information regarding the Data Protection Act can be found via the Independent Commissioner website at www.ico.org.uk. The Pre-school is registered with the Office of the Information Commissioner as a Data Controller.

We keep two kinds of records on the children attending Pre-School:

1. Developmental records on Tapestry Learning Journal

- Including observations of the children, photos of their work, developmental reports and records of achievement.
- This information is kept in order to support a child's development and monitor their progress and forms part of their ongoing assessment.
- These are on the online learning journal to which only the staff and parents have access. (See our policy on Tapestry, number 30).

2. Personal records

- These include the registration form, signed consents and any correspondence concerning the child or family/carers; reports or minutes from meetings concerning the child from other agencies and any confidential material regarding the child such as child protection matters.
- Children's records will be kept for 3 years after the child has left the Pre-School (Childcare Act 2006) and until the child reaches the age of 24 for child protection records (Limitation Act 1980)
- These confidential records are stored in a lockable filing cabinet and are kept secure by the supervisor.
- It is the responsibility of parents and staff to inform the Administrator of any changes to personal details. We will regularly check that data held is up to date, adequate and not excessive for the purpose it is being held.
- We may contact third parties for the verification of certain items of data.
- Staff will not discuss personal information given by parents/carers with other members of staff except where it is necessary to do so to best support the child's needs.
- Parents/carers can view their child's records upon request, provided that no relevant exemptions apply to their disclosure under the Data Protection Act.

- Staff induction includes awareness of the need to protect the privacy of the children in their care. All staff, committee and volunteers are required to sign a confidentiality statement.
- All computers are password protected and the password changed regularly.

Information to Third Parties

Early Years settings are sometimes required to pass on some of this information to other groups such as:-

- Local Authorities
- Department of Education
- Ofsted
- The National Assessment Agency
- The Secretary of State for Children, Schools and Families
- East Sussex Children’s Social Care

Children have rights under the Data Protection Act 1998, including a general right to be given access to personal data held about them.

Other records

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to all those involved with the Pre-School other than those directly involved with making personnel decisions.
- Personnel files, training records, wage and salary records, accounting records, redundancy details, calculations of payments, refunds, and notifications to the Secretary of State will be kept for 6 years after employment ceases. (Charities Act 1993 and 2006)
- Statutory Maternity Pay, Statutory Sick Pay, Income tax and National Insurance records will be kept for 3 years after the tax year to which they relate.
- Staff and child accident records will be kept for 3 years after from the date of the last entry.
- The children’s home incident book will be kept for 3 years from the date of the last entry.
- Any child with a child protection record will have any accident and incident records stored until the child reaches the age of 24.
- Minutes from both Staff and Committee meetings will be kept for 6 years from the date of the meeting.

Confidential information and records about staff and children will be held securely and only accessible and available to those who have a right or professional need to see them.

Updated	Reviewed	Next Review
October 2015		
April 2015		April 2016
	March 2017	March 2018

Chair of the Committee’s signature:

Supervisor’s signature:

Deputy’s signature:

Date: