Access and Storage of Information

At Wood Wharf Kindergarten, we have an open access policy in relation to accessing information about the parents’ own children. This policy is subject to the laws relating to data protection and document retention.

Parents are welcome to view the policies and procedures which govern the way in which the kindergarten operates. These may be viewed at any time when the pre-school is open, simply by asking the pre-school manager, accessing the policy folder in the reception are or accessing the policies stored on the Famly app / kindergarten website. The pre-school manager or any other relevant staff member will also explain any policies and procedures to parents or use any other methods to ensure understanding.

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.

As we hold personal information about staff and families, we are registered under data protection law with the Information Commissioner’s Office. A copy of the certificate can be viewed at the office. All parent, child and staff information is stored securely according to the requirements of data protection registration including details, permissions, certificates and photographic images.

The pre-school’s records and documentation are kept and stored in accordance with minimum legal archiving requirements. We currently archive records for at least 21 years and three months.

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

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| This policy was adopted on | Signed on behalf of the nursery | Date for review |
| *07/09/22* | *Heleanna Phair* | *7th September 2023* |